



HERTFORD TOWN COUNCIL

JOB DESCRIPTION

TITLE:	MAYOR'S SECRETARY
GRADE:	SCALE POINTS 6-15+OLW + 5% LOYALTY BONUS AFTER 3 YEARS
HOURS:	18.5 HOURS PER WEEK (PART-TIME)
LOCATION:	THE CASTLE, HERTFORD
RESPONSIBLE TO:	HEAD OF COMMUNICATIONS, ENGAGEMENT AND MARKETING

JOB PURPOSE:

- To act as secretary to the Mayor of Hertford.
- To organise Civic and Mayoral events.
- To promote the role and activities of the Mayor.

MAIN DUTIES:

- To be the first point of contact for anyone seeking to contact the Mayor.
- To receive and respond to the Mayor's invitations and correspondence, in a timely and appropriate manner, in close liaison with the Mayor.
- To maintain the Mayor's diary and keep a record of engagements to be undertaken by the Mayor and the Deputy Mayor, sharing with internal colleagues and external stakeholders as per requirements of event etc.
- To manage the social media accounts for the Mayor and liaise with other communication leads as appropriate (training provided if required).
- To organise and administer the calendar of key civic events, leading on duties including correspondence, timely event planning, ensuring contractors are booked and providing the services as ordered, within budget – this includes the key occasions of Remembrance and Mayor Making.
- To prepare promotional and marketing materials to pro-actively publicise Civic events in good time, as per the Council's branding guidelines.
- To work with external partners to support and facilitate their Civic events at Hertford Castle, such as the St. George's Day Parade.
- To organise and plan a programme of fund-raising events to raise money for the Mayor's chosen charities, as per the Mayor's wishes and priorities – this includes the Mayor's Annual Quiz.
- To manage fund-raising collection and promotion at events/online in conjunction with finance/events leads internally.
- To attend and assist at Civic events – usually in the evening/weekends. Duties to include setting up, checking other organisations and contractors have provided services as ordered, greeting attendees/dignitaries and key stakeholders, clearing away and working with the facilities management function at the Council.

- To ensure insurance, legal, health and safety obligations are adhered to at Civic events and risk management procedures are in place and followed.
- To accompany the Mayor at other events when required, to provide general assistance and support.
- In conjunction with the Sergeants at Mace, to arrange for transport and secure keeping of the regalia as required.
- To undertake administration of all civic regalia matters, including monitoring use, booking items out and in, ordering replacements, organising repairs, maintenance and cleaning.
- To administer the Mayor's Allowance budget and other Civic Expenses budgets.
- Be aware of the Council's commitment to sustainability and inclusivity in line with its published objectives.
- To provide support and holiday cover for other Town Council staff (for example covering Receptionist duties and /or venue hire).
- Any other duties as required.

Person Specification – Mayor's Secretary– Part Time

Criteria	Essential	Desirable	Tested by
Knowledge			
<ul style="list-style-type: none"> ▪ Of civic protocol ▪ Of local government 		√ √	App form/ Interview (all)
Skills			
<ul style="list-style-type: none"> ▪ Computer literate Competent with: <ul style="list-style-type: none"> ○ Word or similar ○ Excel or similar ○ Canva or similar ▪ Familiar with use of social media ▪ Numerically competent ▪ Able to deal with variety of people including dignitaries ▪ Able to prioritise tasks/organised ▪ Able to work on own initiative 	√ √ √ √ √ √ √	√ √ √	App form (all) Interview / Test Interview / Test Interview Interview Interview Interview / Test Interview / Test
Experience			
<ul style="list-style-type: none"> ▪ Worked in local government ▪ Worked face to face with public ▪ Organised events (not necessarily in paid position) ▪ Fund-raising 	√ √	√ √	App form /Interview (all)
Qualifications / Training			
<ul style="list-style-type: none"> ▪ GCSE / O-level / CSE Maths & English or equivalent ▪ Secretarial qualifications ▪ Specific Computer training ▪ Any event planning/fund-raising/communications training 	√	√ √ √	App form (all)
Circumstances			
<ul style="list-style-type: none"> ▪ Able to work flexible hours ▪ Able to undertake evening / weekend working/additional hours (with time off in lieu) ▪ Willingness to assist with other tasks as required by the team 	√ √ √		App form /Interview (all)