

LYDD TOWN COUNCIL TOWN SERGEANT & GUILD HALL KEEPER

The Town Sergeant is a key figure in the civic life of the town, supporting the Mayor, Deputy Mayor, and Councillors at formal and ceremonial events. The role combines protocol duties, event support, and custodianship of civic regalia and traditions. The Town Sergeant helps uphold the dignity of the Town Council and ensures the smooth running of events and official proceedings.

Responsibilities

Duties Civic and Ceremonial

1. Assist the Mayor and Town Clerk with civic regalia, helping them get ready, ensuring chains of office are properly secured to robes.
2. Carry the civic mace at official functions, including annual council meetings, mayoral processions, and other formal occasions.
3. Announce the arrival of the Mayor, Civic Party, and Dignitaries at official functions as required.
4. Form up and lead civic parades in accordance with the Order of Precedence
5. Accompany the Mayor on walkabouts during events, providing assistance and maintaining dignity of office.
6. Engage courteously with visiting dignitaries, and other officials.
7. Attend official events such as:
Remembrance Services. Mayor Making Ceremonies, Civic Funerals, Confederation of the Cinque Port events and Lydd Club Day when accompanying the Mayor

Regalia and Protocol

8. Ensure regalia is brought back to the Guildhall after events and is securely stored.
9. Take care of all civic regalia and robes, reporting any issues or damage promptly to the Town Clerk
10. Wear livery appropriate to the role at all formal events and public appearances.
11. Pose for photographs taken by the Town Council and the public; images may be shared on our website and in official publications.
12. Advise the Mayor and Council members on matters of civic protocol and ceremonial tradition.
13. To act as Toast Master at any organised civic or social function organised by the Mayor or Council as and when required.

Other Responsibilities

14. To assist at Civic Functions as allocated by the Town Clerk
15. To be the main key holder for the Guild Hall – to open and close the building for functions, meetings and to hirers of the Guild Hall
16. Any other duties appropriate to the post agreed between the post holder and Town Clerk
17. To liaise with the Mayors secretary regarding the Mayors diary and Civic events.

Person Specification

18. Excellent communication and interpersonal skills.
19. Strong sense of tradition and civic responsibility.
20. Ability to perform ceremonial duties with a high level of formality and professionalism, reflecting the public-facing nature of the role.
21. Available for flexible hours, including evenings, weekends, and public holidays.
22. Comfortable wearing official livery and engaging with the public.
23. Understanding of local government functions and ceremonial protocol.

Responsible to: The Town Clerk

It is important that the Town Sergeant can work with and relate to people from a wide range of backgrounds. As a result, they will need to be personable, adaptable, and flexible, and be able to think on their feet to meet the requirements of the Mayor and the people they meet. They will also need a full and clean driving licence. The successful candidate will also need to be reliable, discreet, and punctual. This Town Sergeant/Guild Hall keeper position will require being able to work flexibly including in the evenings and weekends.

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| Qualifications | <ul style="list-style-type: none"> • Have use of an appropriate 4 door vehicle. • Possess a clean, current, and valid DVLA driving licence. |
| Knowledge and Experience | <ul style="list-style-type: none"> • Previous driving experience. • Demonstrable experience of a positive and customer focused approach to dealing with the public and all other contacts. • Have knowledge of civic protocol. • Marshalling of civic parades. |
| Personal Skills | <ul style="list-style-type: none"> • Effective written and oral communication. • Able to drive safely within legal limits. • Able to stay calm under difficult circumstances. • Able to be flexible in working arrangements and hours, including occasional evening, weekend, and Bank Holiday working. • Able to take reasonable care to look after their own health and safety. • Able to work as part of a team. • Able to take part in civic events. • Have an interest in Civic protocol and procedure or willingness to learn. • Able to carry the Ceremonial Mace. |
| Requirements | <ul style="list-style-type: none"> • To be available for ceremonial events which are normally in the calendar annually • To be able to attend Council meetings in the annual calendar as required (Annual Town Meeting and Mayor Making and opening and closing for bimonthly council meetings as required) • To be available to open and close the Guild Hall for outside hirers booking in advance, • To be available as the first person on the alarm call out for the Guild Hall and able to attend |

In additional you will need appropriate business insurance for your car, for which any additional premium will be covered by Lydd Town Council.