

APPENDIX B: Town Sergeant Job Description

Job Title: Town Sergeant

Line Manager: Development and Engagement Manager

Job Purpose

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.

Duties

Civic and Ceremonial

1. Assist the Mayor and Deputy Mayor 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 council meetings, mayoral processions, and other formal occasions.
3. Announce the arrival of the Mayor, Civic Party, and Dignitaries at official functions as and when required.
4. Form up and lead civic parades in accordance with the Order of Precedence (as attached).
5. Accompany the Mayor on walkabouts during events, providing assistance and maintaining dignity of office.
6. Engage courteously with members of the public, visiting dignitaries, and other officials.
7. Attend official events such as:
 - Remembrance Services
 - Mayor Making Ceremonies
 - Civic Funerals
 - Regatta and May Fair (where a civic parade is requested and approved)

Regalia and Protocol

1. Ensure regalia is brought back to the Guildhall after events and is securely stored.
2. Take care of all civic regalia and robes, reporting any issues or damage promptly to line manager.
3. Wear livery appropriate to the role at all formal events and public appearances.
4. Pose for photographs taken by the Town Council and the public; images may be shared on social media and in official publications.
5. Advise the Mayor and Council members on matters of civic protocol and ceremonial tradition.

Restrictions

The Town Sergeant whilst in costume with or without seals may not make any political statements or be involved in any political activity, or any other activity, that might be reasonably considered detrimental to the image of the council.

Costume

Costumes will be provided and funded by the Town Council, and shall remain the property of the Town Council. The Town Sergeant will be required to wear the designated attire as supplied.

Conditions of Service

The Town Sergeant will:

1. Wear the costume associated with the function.
2. £50 per occasion attendance will be paid via the Town Council payroll system.
3. The Town Sergeant will be required to attend the following Civic functions on dates to be decided each year:
 - Mayor Making
 - Civic Service

In addition, there are other annual and occasional events that by invitation may have a Civic Parade i.e. Saltash Regatta.

Person Specification

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