

Sessional Ceremonies Officer

Job Description

JOB TITLE:	Sessional Ceremonies Officer
GRADE:	E
POST NUMBER:	
DIRECTORATE:	Governance
SERVICE:	Registrars
RESPONSIBLE TO :	Registration Service Manager
RESPONSIBLE FOR:	N/A
	DBS not required This post is not politically restricted
JOB SUMMARY:	The role requires conducting and registering marriage, civil partnership, citizenship and non-statutory ceremonies across the borough of Tower Hamlets and ensure that our customers have a perfect day to remember. As a sessional ceremonies officer, work is predominantly over weekends, evenings and bank holidays and offered on an ad hoc basis via a rota.
ROLE REQUIREMENTS:	
1.	To act as a Deputy Superintendent Registrar to conduct statutory and non-statutory ceremonies as and when required on a rota basis, weekdays, weekends, and Bank Holidays.
2.	To act as a Deputy Registrar to register marriages, civil partnerships, conversions, citizenship and non-statutory ceremonies as and when required on a rota basis, weekdays, weekends, and Bank Holidays.
3.	To provide administration support prior to, during and following citizenship ceremonies in accordance with Home

	Office directives.
4.	To represent Tower Hamlets Register Office in a positive and dignified manner when attending ceremonies within the London Borough of Tower Hamlets as a Sessional Ceremonies Officer.
5.	To register and conduct marriages and civil partnerships, clearly and audibly, in front of large groups, in accordance with legislation, and to ensure all statutory and non-statutory ceremonies, are conducted, whilst well presented, in a dignified manner and all associated duties are completed competently.
6.	To ensure that the legally prescribed declarations are said, and the ceremony content is appropriate as well as to use interpreters and witnesses correctly.
7.	To ensure the ceremony rooms are clean and tidy and to manage audio-visual systems effectively as well as managing the flow of people and directing couples and their guests as required.
8.	To understand the conditions of a licenced building and ensure they are met- including an awareness of health and safety issues such as evacuation procedures and capacities.
9.	To provide administrative support prior to, during and following citizenship ceremonies including but not limited to: checking in, dating certificates, preparing packs for attendees, and any other related customer services.
10.	To aid reporting of sham marriages and civil partnerships, suspected immigration offences and suspected fraud (e.g. Housing Benefit, Council Tax etc.)
CORPORATE RESPONSIBILITIES	
11.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
12.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
13.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all

	disadvantaged groups.
14.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
15.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	
16.	To work in collaboration with internal and external stakeholders to ensure the smooth running of statutory and non-statutory ceremonies including, but not limited to, photographers, venue staff, venue organisers, ceremony planners and ceremony guests.
17.	To liaise with senior officers, dignitaries, photographers and building attendants to ensure smooth running of Citizenship ceremonies.
SERVICE	<i>[This section will include requirements that the job holder may have in respect of quality assurance, continuous improvement, and the efficiency of the service]</i>
18.	To ensure all associated registration documentation such as marriage and civil partnership schedules are kept in a secure environment at all times and that they are checked thoroughly and acted upon in accordance with current legislation and guidance from the Registrar of Births and Deaths and the General Register Office.
19.	Competent use of IT and other systems as required and to attend training where necessary.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

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Requirements	Person Specification for the Post of	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	Good working knowledge of the Registration and Marriage Acts and other associated legislation	E	A/I
	Working knowledge of the Home Office legislation in relation to Citizenship ceremonies and processes.	E	A/I
	Good working knowledge of the Registration of Births, Deaths, Marriages and Civil Partnerships handbooks.	E	A/I/T
Qualifications & Experience	Experience of working with and managing a large audience.	E	A/I
	Experience of working in a customer service setting preferably in the public sector.	E	A/I
	Experience of checking the accuracy of documents quickly and effectively.	E	A/I
	Experience conducting a variety of ceremonies	E	A/I
	Experience in working across different teams or departments to achieve a common goal.	D	A/I
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Seeks opportunities to build positive relationships with people from other teams and partners.		
	Builds networks with key teams they work with, to ensure they achieve the best outcomes.		

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We are OPEN and transparent	Thinks about the people they communicate with and adjusts their style accordingly.
	Approachable and makes time for others.
We are WILLING to challenge, innovate and be accountable	Ensures they make the best use of the skills they have and identifies development to do their job effectively.
	Makes suggestions for better and new ways of doing things.
We empower each other to be EXCELLENT and go the extra mile	Understands how objectives contribute to the overall purpose of the council and is positive about the future.
We RESPECT all communities, they are the heart of everything we do	Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.
	Actively listens to customers and takes steps to making things better for customers.
Additional Requirements	Willingness to travel to various sites and locations.