Job Description

Deputy Macebearer / Mayor’s Chauffeur – Democratic Services

**Role Profile** Deputy Macebearer / Mayor’s Chauffeur

**Service/Team** Law and Governance / Democratic Services

**Reports to** Deputy Head of Democratic Services

**Responsible for** N/A **Number of posts 1**

**Post number**

# Job Overview

To ensure that Civic dignitaries are supported in an appropriate manner and in accordance with historic tradition and ceremony.

# Key Responsibilities

* To act as Macebearer to the Mayors of Bournemouth and Poole at Civic events as required.
* To chauffeur the Civic dignitaries to their official engagements in an efficient and professional manner.
* To be responsible at all times for the safe custody and maintenance of the Civic regalia/insignia.
* To be responsible for the security and maintenance of the Civic vehicles.
* To provide support to the Civic office and the organisation of Civic events and any other requirements necessary to support business objectives.
* To ensure Civic protocol is adhered to at all times, with political awareness and neutrality.
* To undertake training as required.

# Personal Qualities & Attributes

* Essential - Several years as a regular driver
* Essential - Good people skills
* Essential - Ability to work as part of a team
* Essential - Smart appearance
* Essential - Willingness to work flexibly, including unsocial hours and Bank Holiday/weekend working.
* Essential - Willingness to undertake basic aspects of the post, including cleaning the Mayoral car.
* Desirable - at least three years’ experience of the duties associated with being a Mace Bearer
* Desirable - Advanced Driver’s Certificate
* Desirable - Good clerical skills
* Desirable - Knowledge of civic protocol
* Desirable - Sound knowledge of Bournemouth and surrounding areas

# Job Requirements

* Must hold a valid UK driving licence.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.