

JOB DESCRIPTION

Job Title	Ceremony Officer Manager		
Directorate	Regulatory & Operational		
Reporting to	Registration Office Manager		
Grade	12		
Evaluation ref:	AG0306	Job ref:	Family CCT12
Role purpose			
<p>The Ceremony Officer Manager is responsible for overseeing the operations and management of Ceremony Officers within Somerset Council. This role involves ensuring the effective deployment of staff for ceremonies, managing rotas, and supporting the County Superintendent Registrar and County Registrar of Births and Deaths in training and performance monitoring. The postholder will also handle day-to-day staff management tasks, act as the first point of contact at weekends, and liaise with Approved Premise venues. Additionally, the role includes contributing to income-increasing initiatives, assisting with licensing issues, and maintaining effective communication strategies within the team and with external stakeholders. The role is pivotal in upholding the council's equality, diversity, and inclusion policies, as well as promoting health, safety, and wellbeing.</p>			
Accountabilities			
<ul style="list-style-type: none"> • Perform all statutory and non-statutory functions of the Ceremony Officer role. • Manage teams of Ceremony Officers, including developing rotas for effective staff deployment at weekends. • Plan for future requirements and recruit, as necessary. • Support the County Superintendent Registrar and County Registrar of Births and Deaths in training, monitoring standards, and addressing performance issues. • Ensure consistent procedures are followed throughout the county. • Conduct corporate appraisals for Ceremony Officers in line with council procedures. • Set up and maintain effective internal and external communication strategies. • Perform day-to-day staff management tasks, including payroll and expenses authorisation, sickness, and holiday management. • Act as the first point of contact at weekends for staff and Approved Premise venues, providing technical advice and managing business continuity. • Provide advice and guidance to the public in advance of ceremonies. • Assist with licensing issues at Approved Premise venues. • Contribute to income-increasing initiatives, including marketing and advertising services. • Assist with staff rotas, cover requirements, and efficient diary management of ceremonies. • Support the design, development, and implementation of non-statutory procedures and service standards. 			

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- Promote the council's equality, diversity, and inclusion policies and organisational values.

Impact

Contacts & Relationships

- Regular contact other members of the Management team is required.
- The postholder has contact with any member of the public.
- The postholder will work with Registration Service stakeholders such as, approved venues and GRO on a day-to-day operational level.

Resources

Manages in the region of 9 Ceremony Officers across the area covering 2 or 3 separate area weekend rotas. Somerset Registration Service conducts in excess of 2000 ceremonies each year.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Comprehensive understanding of statutory and non-statutory functions of Ceremony Officers.		x
Knowledge of Somerset Council's policies and procedures.		x
Awareness of equality, diversity, and inclusion practices.	x	
Familiarity with health, safety, and wellbeing regulations.	x	
Understanding of licensing issues at Approved Premise venues.		x
Knowledge of marketing and advertising strategies.		x
Experience		
Proven experience in managing teams and developing staff rotas.		x
Experience in training and performance monitoring.		x
Experience in handling payroll, expenses, and staff management tasks.		x
Experience in providing technical advice and managing business continuity.		x
Experience in dealing with the public and providing guidance.	x	
Experience in contributing to income-increasing initiatives.		x

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Qualifications / Registrations / Certifications		
Relevant qualification in management or a related field.		x
Certification in equality, diversity, and inclusion practices.		x
Training in health, safety, and wellbeing.		x
Qualification in marketing or advertising.		x
Certification in public administration.		x
Training in customer service.		x
Skills		
Excellent communication and interpersonal skills with and confident with public speaking.	x	
Strong organisational and time management skills.	x	
Ability to manage and motivate a team.	x	
Proficiency in handling payroll and expenses.		x
Ability to provide advice and manage business continuity.	x	
Strong problem-solving and decision-making skills.		x
Working Conditions		
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> • Work Hours: Requirement for Saturday working and Sunday on call rota. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees. 		
Dimensions of the role		
Working Arrangements		
Somerset Council's dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		

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- Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: April 2025

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The Registration of Births, Deaths and Marriages Regulations 1968

Disqualifications for appointment

No person shall be qualified for appointment –

(a) to any registration office –

(i) if he has been declared bankrupt and has not subsequently obtained his discharge, or he is the subject of a bankruptcy restrictions order or an interim order, or if he has made any composition or arrangement with his creditors and has not subsequently paid his debts in full or obtained a certificate of discharge;

(ii) not used

(iii) if he is, or has been during the 12 months preceding the date on which the appointment is to take effect, a member of the council or of a committee of the council having duties in relation to the appointment of registration officers;

(iv) if he holds any office as authorised person, secretary (for marriages) of a synagogue or registering officer of the Society of Friends;

(v) if he is a minister of religion, a medical practitioner, a midwife, an undertaker or other person concerned in a burial or cremation business, a person engaged in any business concerned with life insurance, or a person engaged in any other calling which would conflict with or prevent the proper performance in person of the duties of the office for which he is a candidate;

(vi) if he is an officer or servant of the council appointed by them as the proper officer;

(b) as superintendent registrar, if he holds office as a registrar;

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(c) as registrar, if he holds office as a superintendent registrar or is a coroner or is an officer or servant of a local authority employed by them in the performance of duties relating to their functions as a burial authority.