

JOB DESCRIPTION

JOB TITLE: Town Crier

RESPONSIBLE TO: Town Sergeant

LINE MANAGER: Town Clerk

DUTIES:

1. To be given an official position within Civic Parades in charge of escorting visiting civic guests (the Town Sergeant will escort the Mayoral Party, and the Deputy Mayor will lead the councillors).
2. This includes any Civic Parade for other town events to which he/she has been invited by the organisers as the Town Crier.
3. Where the Town Crier is present in a private capacity, or other than as Town Crier, he/she will not form part of the Civic Parade.
4. The Crier may also be engaged for publicity or other purposes from time to time by the Town Council at the same rate of remuneration.
5. To attend all civic functions held within Saltash at the discretion of the Mayor.
6. To head processions as and when required,
7. To wear the necessary costume at civic/ceremonial functions (costume to be provided by Saltash Town Council).
8. To act as announcer and or toast-master at any organised social function organised by the Mayor or the Town Council as directed by the Town Sergeant.
9. To assist the Head of Administration & Library Services with the upkeep of all uniform and equipment associated with the post.

CONDITIONS OF SERVICE:

The Town Crier will:

- a) Wear the costume associated with the function.
- b) Costume and equipment to be replaced as and when deemed necessary after consultation with the Mayor and the Town Clerk then to be approved by Full Council.
- c) £25 per occasion attendance will be paid.
- d) The Town Crier will be required to attend the following Civic functions on dates to be decided each year:
Mayor Making normally 2nd Tuesday in May (evening)
Civic Service normally a Sunday in October (afternoon)
In addition, there are other annual and occasional events that by invitation may have a Civic Parade i.e. Saltash Regatta normally 3rd Saturday in June (morning).

Outside Employment:

- a) The Town Crier is permitted if agreed by prior approval of the Clerk and Chairman of Personnel to take on any suitable outside engagements within Saltash, to be paid for them, and to wear the town's seals where those events are for the promotion of Saltash (including promoting shops in the town centre, town events, celebration of town achievements etc.).
- b) The Town Crier is permitted if agreed by prior approval of the Clerk and Chairman of Personnel to take on any other suitable outside engagements and to be paid for them, but not to wear the town's seals for them (e.g. commercial work for businesses not in Saltash).
- c) The Town Crier is permitted to participate in any Town Crier competitions if agreed by prior approval of the Clerk and Chairman of Personnel and to wear the town seals and receive remuneration.

RESTRICTIONS:

The Town Crier whilst in costume with or without seals may not to 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:

Any costumes provided by the Town Crier will remain their property
Additional necessary costumes shall be funded by the Town Council via Policy and Finance Committee but will remain the property of the Town Council

ESCORT:

It is not obligatory to the role for Crier to have an official escort – this is at their discretion. If they do have an escort then the escort will be invited to accompany them at all official events.