

## Celebrant Registrar – Grade 5

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

Working within the Registration Service the Celebrant Registrar role is required to conduct and register marriage ceremonies and civil partnerships and perform other ceremonies in accordance with standards set by the Superintendent Registrar.

The Registration Service has offices based in Huddersfield and Dewsbury, open to the public from Monday to Saturday and ceremonies take place at venues across the district including on Sundays and Bank Holidays.

The role is based within Access Strategy & Delivery Service.

### The Job

This is a key role with the Registration team ensuring the provision of a responsive customer focused service. You will provide excellent customer service in a positive sensitive and respectful manner, adapting the approach as appropriate to ensure equality of access for all.

You will conduct and register marriage ceremonies and civil partnerships at the Register Office and other licensed venues.

You will also undertake non statutory ceremonies such as Naming's and Renewal of Vows. Pre- wedding appointments where wedding vow choices are made will also be undertaken.

You will ensure the safe keeping of registers and certificates whilst officiating in the Register Office and Approved Venues, and that all records and regulation manuals are fully maintained and updated. This includes the locking and unlocking of repositories/safes.

You will undertake data input processing on service based IT systems.

You will greet bridal parties and guests at the Register Office.

Given the nature of the work you will be expected to be able to support customers confidently and assertively when required.

### Job Checklist

- Conducts ceremonies professionally in accordance with statutory requirements.
- Deals with confidential and sensitive information appropriately.
- Uses manual and computerised systems to carry out registrations and input data accurately.
- Arrange and prepare for ceremonies in advance, recording and documentation is timely and accurate.
- Work proactively as a member of a team, offering support and assistance to colleagues as required.
- Follow procedures for secure stock and registers.
- Undertakes general admin duties related to Registration.
- Please see your responsibilities related to [safeguarding](#).

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

With a friendly supportive and respectful manner you'll enjoy the opportunity to engage with a wide range of customers. Your excellent communication skills will underpin and support this.

Your attention to detail, creative and organised approach and ability to prioritise will ensure that you are able manage a demanding ceremonies schedule.

Your professional and tactful attitude will enable you to respond to and balance the differing demands of customers.

You will be supported and encouraged to gain new skills and experience to equip you to develop in your role and within Registration.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

## Person Checklist

- Literacy skills to be able to produce documentation
- Proficient in word processing and able to use email and internet
- Ability to prepare handwritten documents in an accurate and legible manner
- Ability and confidence to perform ceremonies in a clear and professional manner
- Demonstrate excellent customer service at all times.
- Available to work Saturdays, Sundays and Public Holidays
- Ability to travel to venues within Kirklees area

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this job please demonstrate how you meet the Person Checklist.