

Celebrant Registrar – Grade 6

Job purpose

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.

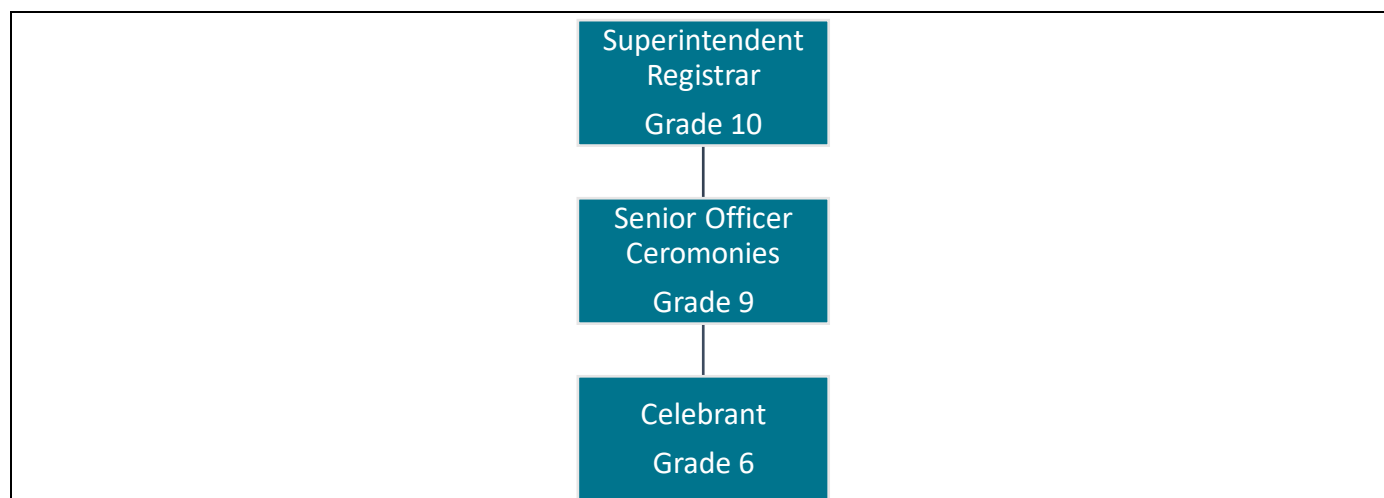
The Registration Service has offices based in Huddersfield and Dewsbury, which are open to the public from Monday to Saturday, ceremonies take place at venues across the district including on Sundays and Bank Holidays.

This role is based within Adults and Health. Find out more about [working for Kirklees](#).

Key areas of responsibility

- 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 wedding 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.
- 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.
- Arranges and prepares for ceremonies in advance, ensuring records and documentation is timely and accurate.
- Works proactively as a member of a team, offering support and assistance to colleagues as required.
- Follows procedures for secure stock and registers.
- Undertakes general admin duties related to Registration.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Literacy skills to be able to produce documentation ensuring high levels of accuracy and precision to statute	Essential
IT skills to be able to use email, internet, and word processing	Essential
Ability to organise workload to precise timings and expectations	Essential
Ability to manage large audiences in emotionally charged situations	Essential
Ability to prepare handwritten documents in an accurate and legible manner	Essential
Ability and confidence to perform ceremonies in a clear and professional manner	Essential
Always demonstrate excellent customer service.	Essential
Available to work on a rota basis depending on bookings Mon-Sun and Public Holidays	Essential
Ability to travel to venues within Kirklees area	Essential
Ability to understand knowledge of marriage legislation through training provided	Essential

Behaviours and expectations

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

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

Able to work unsocial hours.

This Job 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 Office Use Only:

Job Category	Customer Service	Grading ID	60910
Job ID	80100290	Last Updated	June 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	NA	DBS Type	NA
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	Yes
Night Working	No	Alternating Pattern	No
Standby	No	Annualised Pattern	Yes
Checked by HR	JR 7/12/20		