

Ripon City Council



VACANCY

SERGEANT AT MACE and MAYOR'S SERGEANT ROLE

Ripon City Council is looking recruit a Sergeant at Mace and Mayor's Sergeant for regular civic duties.

- Eight hours a month minimum regular duty plus additional hours. Some flexibility will be required.
- Paid monthly in accordance with Local Government NJC SCP6, which is £14.13 per hour (pay award pending).

Job Description

Main responsibilities

This combined role works under the general direction of the Chief Officer to undertake all duties that require the Sergeant-at-Mace and Mayor's Sergeant being in attendance.

Job Activities

Sergeant-at-Mace

The Sergeant at Mace is responsible for the safe custody (when on duty) of the Chains of Office, Civic Insignia and Plate. He/she is also, along with the Chief Officer, responsible for the maintenance of the Chains of Office, Civic Insignia, Plate, furniture and items of ceremonial clothing ensuring that they are maintained in a good and clean condition ready for use:

- a) At Civic functions may arrange and announce guests according to protocol, carry out the duties of Toastmaster and makes announcements as dictated by circumstances.
- b) At all Civic ceremonies when the Mayor is robed. He/she is required to wear ceremonial dress provided by the Council. He/she will be positioned directly in front of the Mayor in all Civic processions and will carry the Mace and Charter Horn
- c) Act as Macebearer at all meetings of the Full Council.
- d) May be required to give talks on the Civic Insignia to school children, visitors or groups and is responsible for ensuring that the Chains of Office, Civic Insignia and Plate are safely secured as soon as is practically possible following each use. Note that these talks may be at an outside location.
- e) On occasions the Sergeant-at-Mace may be required by the Chief Officer to undertake reasonable duties not specifically referred to in this document and he/she will be expected to fulfil these to the best of his ability.

Mayor's Sergeant

Attends the Mayor on Mayoral functions where it is identified that it is appropriate to accompany the Mayor (whether organised by Ripon City Council or another body) and provides assistance as required or as circumstances dictate.

- a) Is responsible for ensuring that the Mayor and Mayoress or Consort are properly looked after by the organisers of the various functions attended by them and takes into account any last minute arrangements made at the functions themselves and not previously notified to the Mayor's Secretary ensuring that the Mayor and Mayoress or Consort is made aware of all changes.
- b) Is primarily responsible for accompanying the Mayor and Mayoress or Consort to a wide range of engagements from civic receptions to garden parties as allocated by the Mayor's Secretary.
- c) Assist the Mayor and Mayoress or Consort with the Chains of Office, introduces or announces the Mayor and waits in attendance.
- d) The Mayor's Sergeant is responsible for the safe custody of the Chains of Office. He/she is responsible for ensuring that it is safely secured as soon as is practical as possible following each use. He/she is also, along with the Chief Officer, is responsible for the maintenance of the Chains of Office items of ceremonial clothing ensuring that they are maintained in a good and clean condition ready for use. Under no circumstances must the chains be out of the strong room overnight.
- e) May be required give talks on the Civic Insignia to school children, visitors or groups. These could be scheduled to take place in the Mayor's Parlour or at an outside location.
- f) Undertakes chauffeur duties if requested to do so, and at such times is responsible for driving the Mayor and or Mayoress or Consort to functions as allocated by the Mayor's Secretary on the programme of engagements.
- g) On occasions the Mayor's Sergeant may be required by the Chief Officer/Mayor's Secretary to undertake reasonable duties not specifically referred to in this document and he/she will be expected to fulfil these to the best of his ability.

Application packs can be obtained from Ripon City Council, Town Hall, Ripon, HG4 1DD or on our website: www.riponcity.gov.uk/vacancies

Please return the completed pack on the Town Hall or email heather.oneill@riponcity.gov.uk.

Closing Date for Applications: 12 noon on Monday 4th August 2025.



Application Form for the position of Sergeant at Mace & Mayor's Sergeant

Please complete in your own handwriting & in black ink & return to:

Chief Officer, Ripon City Council, Town Hall, Market Place South, Ripon HG4 1DD or via email to heather.oneill@riponcity.gov.uk

Personal

Position applied for: Sergeant at Mace & Mayor's Sergeant	Closing date: 12 noon 4 th August 2025
Surname:	First names and title:
Address:	Telephone: Mobile: Email:

References

Please give the names and addresses of two referees. One should be your present/last employer. Neither should be a relative or close personal friend.

Referee 1	Referee 2
Name	Name
Address	Address
Telephone:	Telephone:
May we approach them now?	May we approach them now?

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Employment Record

Please list all employment in reverse chronological order, starting with your present or last position. Please continue a separate sheet if you need to.

Date From/To	Position Held/Duties	Name & Address of Employer	Reason for Leaving and salary

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Education

Date From/To	Name & Address of School, College or University	Qualifications Gained

Please give the reasons you are applying for this position, and detail the experience which in your opinion makes you a suitable applicant and which provides evidence of the essential criteria as set out on the attached sheet. Please use a separate sheet if necessary.

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Please give details of any outside interests or other information which you feel will support your application. Include here membership of professional bodies and service on voluntary organisations.

Employment Record

1. Have you ever been convicted of a criminal offence?	Yes	No
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(Spent convictions, unless exempt under Rehabilitation of Offenders Act 1974, need not be disclosed. You may however be asked to apply for a disclosure if you are working with children or vulnerable adults.)

2. Are you related to any elected Councillor or employee of the Council?	Yes	No
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3. Do you require a work permit to take up employment in the UK?	Yes	No
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4. Do you hold a current driving licence?	Yes	No
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5. Are you a car owner:	Yes	No
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If so, would you be willing to use your vehicle for work purposes?	Yes	No
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I confirm that this is a true and complete record

Signature

Date: