



HORNBLOWER

JOB DESCRIPTION

Hornblower – Member of the Hornblowing Team

GRADE: NJC SCP6

HOURS: Casual / rota-based (evenings)

RESPONSIBLE TO: Chief Officer

BASED AT: Ripon Market Square and across the City of Ripon as required

Main Purpose of Role

- To undertake the nightly Hornblowing ceremony in the City of Ripon, maintaining and delivering one of the city's most important civic traditions, while representing the Council in a professional and engaging manner.

Duties and Responsibilities

- To sound the Horn at 9.00pm in Ripon Market Square by one blast at each of the four corners of the Obelisk plinth.
- To provide a short, accurate explanation of the Hornblowing ceremony to members of the public in attendance, responding to questions as appropriate.
- To sound the Horn three times (by approximately 9.45pm, circumstances permitting) at the Mayor's residence, or at the location of the Mayor's official engagement within the City, formally declaring that "the Watch is set".
- To participate in a rota system to ensure full coverage of Hornblowing duties across the week.
- To attend civic events, ceremonies, and processions as required by the Council.
- To notify the Chief Officer (or designated lead Hornblower) as soon as reasonably practicable if unable to undertake an agreed duty.

Standards, Conduct and Responsibilities

- To maintain the security and proper care of the Horn (including the historic 1690 Horn where issued) at all times.
- To maintain the issued uniform in a clean and presentable condition and to ensure a high standard of personal appearance when on duty.
- To engage with the public in a professional, courteous and informative manner, maintaining high standards of customer care.
- To uphold the dignity, integrity and traditions of the Hornblower role and the City of Ripon at all times.
- To comply with all Council policies, including Health & Safety requirements, and to take

reasonable care for the safety of themselves and others.

Operational Requirements

- To refrain from consuming alcohol prior to or during duty, except where formally invited by the Mayor at an official function.
- Not to enter licensed premises in uniform unless specifically required as part of official duties.
- To ensure that, following completion of duties, the Horn and uniform are returned safely before undertaking any personal activities.

General Responsibilities

- To ensure the confidentiality of Council business where applicable.
- To comply with all statutory and regulatory requirements relevant to the role.
- To undertake any other duties commensurate with the role as reasonably required by the Council.
- The post holder will be required to undertake an Annual Appraisal in accordance with the City Council's aims and objectives.

PERSON SPECIFICATION

Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of interacting with members of the public in a professional or voluntary capacity <p>Desirable</p> <ul style="list-style-type: none"> • Experience in a public-facing, customer service, or visitor engagement role • Experience participating in events, ceremonies, or community activities
Qualifications	NA
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Basic understanding of the importance of civic traditions and community representation <p>Desirable</p> <ul style="list-style-type: none"> • Interest in local history, heritage, or the City of Ripon • Awareness of the role of local councils and civic functions
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Confident verbal communication and ability to speak clearly to small groups • Ability to engage positively with a wide range of people • Ability to follow instructions and adhere to an agreed script where required • Ability to perform the physical act of sounding the horn (training can be provided) <p>Desirable</p> <ul style="list-style-type: none"> • Ability to adapt communication style depending on audience (e.g. visitors, families, groups)
Organisation	<p>Organisation</p> <p>Essential</p> <ul style="list-style-type: none"> • Reliable and able to commit to an agreed rota • Ability to manage time effectively and attend duties punctually
Representation	<p>Essential</p> <ul style="list-style-type: none"> • Ability to represent the Council in a professional and appropriate manner • Personal presentation suitable for a uniformed civic role
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> • Dependable and responsible • Respectful of tradition and civic protocol • Approachable and confident • Willingness to work evenings and occasional additional civic events • Enthusiasm for promoting the City and engaging visitors • Pride in contributing to a long-standing local tradition

APPLICATION AND SELECTION PROCESS

Please submit a CV to: admin@riponcity.gov.uk

Your covering letter should set out:

- Why you are interested in the role
- Your suitability against the Person Specification
- Any relevant experience engaging with the public

Shortlisting will be based on the information provided in your application.

CLOSING DATE

23:59 10 June 2026

INTERVIEW DATE

TBC

EQUAL OPPORTUNITIES IN EMPLOYMENT

Ripon City Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex or sexual orientation.

Recruitment and selection procedures are regularly reviewed to ensure that candidates are selected on merit. All employees will be given equal opportunity and, where appropriate, training to support their role.

REFERENCES

References will be sought for the successful candidate. The Council reserves the right to contact previous employers and to take into account any information obtained.

EMPLOYMENT CHECKS

Appointment and continued engagement are subject to:

- Verification of experience as stated in your application
- Receipt of satisfactory references
- Confirmation of your right to work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006

TERMS AND CONDITIONS

The role is offered on a casual basis, with terms and conditions aligned to the National Joint Council (NJC) for Local Government Services.

DATA PROTECTION

The information you provide will be processed in accordance with the Data Protection Act 2018 and any subsequent legislation.