



JOB DESCRIPTION – DAWLISH TOWN CRIER

Purpose of the job

To carry out duties to promote the parish and all manner of positive activities undertaken in its name and to bring credit to Dawlish in all you do.

Appointment

Your appointment is made by Dawlish Town Council, and you are responsible on a day-to-day basis to the Town Clerk. You will be working with other office staff such as the Mayor's Secretaries and the Events Officer.

Hours

There are no set hours but are whatever you are able to contribute to create a credible role for yourself as Town Crier supporting activities and events.

Duties

- To promote the town and parish locally and further afield if deemed appropriate and beneficial to the town.
- To support local organisations, charities, and groups where they wish you to do so, by your attendance at functions and activities.
- To open events and new businesses if requested to do so.
- To give talks if able to do so on the role of the Town Crier.
- To perambulate the town to welcome residents and visitors alike spreading warmth and joy amongst all people and all ages.
- To give regular shouts to tell people of forthcoming events and occasions.
- To support the mayoralty, acting as escort when requested to do so and announcing the mayor when this is appropriate so to do.
- To become a member of The Ancient and Honourable Guild of Town Criers (This cost will be paid by Dawlish Town Council). All engagements to be subject to approval of the Town Clerk or Events Officer to help ensure these are appropriate to uphold the dignity of the post.
- To wear the traditional costume of Town Crier as supplied.

Personal qualities

- Strong sense of duty, together with diplomacy, courtesy, and an outgoing and warm personality which most people readily relate to.

Experience

- A fine voice with good volume even without amplification.

- Good with people and children with a desire to meet people individually and in groups.
- A great sense of humour.

Desirable

- Able to show that he/she has worked with people of all kinds without discrimination and able to communicate well at all levels.
- Able to take on the role of Master of Ceremonies with some skill and style if asked.

Essential skills

- Good oral skills.
- Good interpersonal skills.
- Good at organising self, reliable and punctual.
- Access to email and use it to respond to requests and as a calendar.

Desirable

Experience in working with volunteers.

Attributes

- A team player, but able to work on own initiative.
- Positive 'Can do' attitude.
- Able to stay neutral and not take sides.

Nature of the post

The post is voluntary but brings with it an annual honorarium paid in arrears.

Reasonable mileage will be paid where required and expense for engagements outside the town.