JOB OUTLINE	
JOB TITLE: Civil Celebrant	**JET CODE:**
DIVISION: Corporate Support	
SERVICE/BUSINESS UNIT: People & Governance	
REPORTING TO: Registrar	
RESPONSIBLE FOR: None	

JOB PURPOSE:
To conduct civil marriages and civil partnerships in Council approved venues and Registration Offices in East Lothian.

MAIN DUTIES:

- Conduct civil marriage ceremonies in accordance with the Marriage (Scotland) Act (2002), and the Civil Partnership Act (2005) ensuring that all statutory procedures are followed.
- Participate in an on-call rota to provide cover for the provision of civil marriages/civil partnership ceremonies.
- Collect marriage or civil partnership schedule from relevant Registration office in advance of the event, checking that the documents have been completed appropriately.
- Liaise with Registration staff and proprietors of approved venues, as required.
- Participate in the on-call rota to support the delivery of the Civil Marriage and Civil Partnership Service across East Lothian.
- Meet customers in advance of the Ceremony, if requested.
- Make contact with Registration team on the date of event, and arrive at the venue in advance to liaise with venue co-ordinator/proprietor to ensure smooth running of event.
- Ensure that relevant paperwork is signed and returned to the Registration office in person within the required timescales.
- Inform the Registration team of any concerns, compliments or suggestions received.
- Attend an annually Civil Celebrant briefing and other training events, as required.
- Promote a positive image of the Registration service by providing excellent Customer

Care.

- Contribute to the achievement of personal and team targets set by the National Records of Scotland.

- Promote the Council's vision and values and a corporate culture that is positive, customer focussed and supports employee engagement to the highest standards.

- Take reasonable care of personal health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements.

- Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or Literacy/Numeracy or Intermediate 1 Communication/Numeracy and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or Literacy/Numeracy or Intermediate 1 Communication/Numeracy and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires **Level 1 Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.	Certificate of Proficiency in the Law and Practice of Registration in Scotland
Previous Experience (Paid & Voluntary Work)	Knowledge of statutory legislation relating to civil marriages and civil partnerships. Knowledge of the development of Marriage Legislation in Scotland including Civil, Religious and Same Sex Marriage. Understanding of effective customer care. Understanding of the diverse needs of customers. Awareness of equalities and diversity. Experience of working in a customer service environment.	Experience of public speaking.
Knowledge/ Skills /Competencies	Effective verbal and written communication skills. Effective organisational and time management skills.	

Personal Qualities	Ability to work to a high degree of accuracy, paying close attention to detail.	

	Ability to work with and explain detailed legislative information. Ability to use own initiative. Ability to prioritise work under pressure and to meet deadlines. Ability to work flexibly as part of a team. Ability to manage effective relationships with tact and diplomacy. Ability to deal sensitively with individual customers, including the need to maintain confidentiality.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	