

Ward Beadle - Job Description

Appointment:

Put forward by the Alderman of the Ward and elected by the electors of the Ward in March of each year, for a one-year term (*NB - nomination for election is subject to the commitment to a code of conduct, given the public nature of the elected office*).

Main tasks and responsibilities:

- Attend to the Alderman at such ceremonial occasions as may be required by them, including:-
 - Wardmotes (usually one per annum, in March)
 - Common Hall (two per annum, in late June and late September)
 - The Admission ceremonies for the Sheriffs and the Lord Mayor (two per annum, in late September and early November)
 - The Lord Mayor's Show (once per annum, in early November)
 - Various church services as may be required (primarily the United Guilds Service and the Spital Sermon, both in March)
- Arrange the collection and return of ceremonial gowns and mace for the occasions above.
- To be available to the Alderman, Deputy and Common Councillors for other such Ward business as may be considered reasonable.
- To attend and personally open and close all Wardmotes and other Ward meetings.
- Generally to attend to all local matters on instructions from the ward authorities.
- To attend one training or briefing session organised by the Electoral Services Committee, per annum.

Relevant Skills / Education & Training:

- Strong and effective oral communication skills to undertake modest amounts of public speaking at Wardmotes.
- Strong organisational skills and the flexibility to move between tasks with a positive attitude, prioritising and managing multiple tasks for the Ward Alderman and delivering work on time with minimal supervision.
- Ability to maintain confidentiality on sensitive matters
- Ability to maintain an effective working relationship between the Alderman, Ward Councillors, Honorary Ward Clerk and Ward Beadle.