

## TOWN CRIER AND MACEBEARER

### JOB ADVERTISEMENT

Honiton Town Council is looking to appoint a Town Crier and Macebearer. Clearly this is a high profile, very visible role which requires excellent personal impact and presence. The role will attract somebody who has a passion for representing Honiton; promoting Honiton as a vibrant town, an exciting place to visit and to contribute to the economic vitality of the town, attracting more visitors and traders. The successful applicant will need to work with the public, volunteers, Town Event organisers, visitors and the business community.

This is an exciting time to join the Town Council to work with a dedicated group of Council staff and elected Councillors to work in the heart of Honiton's community.

A robust, level headed and cheerful attitude will be needed when working amongst a wide range of people. The role will help and work alongside a Deputy Town Cryer who will deputise during periods of absence.

Training will be provided in particular, to promote your health & safety and wellbeing.

The role is voluntary unpaid although there is a small annual allowance of £368 for expenses.

You will be expected to represent Honiton at many of Honiton's local events both during the daytime and evening and also at events further afield.

Should you have any questions please telephone 01404 42957. If you have the right skills and can make a difference, please send your application to the Town Clerk by **12 noon, Friday 20 June 2025**. A Job Description and Person Specification can be downloaded from our website: [www.honiton.gov.uk](http://www.honiton.gov.uk)

To obtain an application form please contact the Town Council Office on 01404 42957, e-mail [towncouncil@honiton.gov.uk](mailto:towncouncil@honiton.gov.uk) or via the Council's website at [Home - Honiton Town Council](http://www.honiton.gov.uk)

## **JOB DESCRIPTION**

**Job Title:** Town Cryer and Macebearer

**Hours of Work:** Flexible hours depending on duties to be fulfilled.

**Responsible to:** Town Clerk

**Salary:** This is a voluntary role ie not paid, with annual allowance.

**Responsible for:** Representation of Honiton at civic and charitable events and at Town Council ceremonies.

### **Job Purpose**

1. To undertake duties to promote Honiton at civic and ceremonial events in Honiton and to attend events outside of Honiton representing Honiton and the Town Council.
2. The role is a respected voluntary position, with a long history embedded in the civic life of our town.
3. The Town Crier serves as the public voice and herald for Honiton, responsible for announcing significant local events, news, and important proclamations to the public in a lively, engaging, and traditional manner. The Town Crier will embody the town's rich history, traditions, and community spirit, while serving as an ambassador to both residents and visitors.
4. To support and liaise with local organisations, charities and groups by attendance at events and to provide a cry, as required.
5. To maintain highest standards of behaviour and courtesy at all times when carrying out relevant duties; to be clean, smart, sober, polite and good humoured.
6. All cries must be non-political and non-religious, must be in good taste and in the spirit of the role.
7. To develop and maintain good local knowledge with an understating of the Town and its history, as expected from the role of Town Cryer and Macebearer.
8. To manage the calendar of events and agree attendance.

9. To prepare and provide cries.
10. To oversee the annual Town Council Mayor Making ceremony.
11. To liaise with the Mayor (Council Chairman), Councillors, Town Clerk, Council Officers and volunteers.
12. The traditional livery of the Town Crier is provided by Honiton Town Council, which is required to be worn when representing Honiton.
13. Honiton Town Council will support and pay for the Town Crier to become a member of the Ancient and Honourable Guild of Town Criers.
14. Public Announcements: Make regular announcements of local news, upcoming events, and important messages in public spaces such as parks, town squares, and during public gatherings.
15. Event Promotion: Promote – and attend, where applicable – community events, festivals, and celebrations by delivering clear, energetic, and entertaining announcements in person.
16. Community Engagement: Engage with the local community in a friendly and approachable manner, serving as a welcoming presence at events and town activities. Honiton expects its Town Crier to be amenable to being photographed with members of the public.
17. Traditional Ceremonial Duties: Participate in ceremonial events, such as civic celebrations, openings, parades, and town meetings – particularly the Mayor Making Ceremony (June) and Annual Meeting of the Town Council (May).
18. Maintaining Tradition: Uphold the traditions and history of the town, incorporating local heritage into your announcements and attire (e.g., wearing period-appropriate costume and carrying paraphernalia eg for Hot Pennies and the Mace).

**General:**

1. To comply with the Council's Governance and Policies.
2. To undertake necessary training as identified by the Town Clerk from time to time.
3. Carry out any other relevant activities, commensurate with the post, in negotiation with the Town Clerk.



### **Person Specification**

The post holder should be organised and able to deal with Councillors and the public in a professional manner. They should be a good team player and work closely with Council staff with Members of Town Council. Desirable specific skills include:

1. Good basic education; GCSE in English and Maths or equivalent.
2. Evidence of practical experience relative to the role would be desirable.
3. A strong commitment to customer care. Makes every effort to meet the needs and to exceed the expectations of customers.
4. Personal presence and champion of Honiton.
5. Ability to remain calm under pressure and when responding to the demands of "difficult" circumstances.
6. Accepts responsibility for their own work activities, behaviour and personal development.
7. Communicates honestly, openly and clearly.
8. Ability to work alone as well as part of a team.
9. Ability to represent the Council and Honiton using ceremonial equipment provided by the Council.
10. Pleasant and helpful manner to enhance the image of Honiton and the Town Council.
11. Willingness to work non-standard hours.
12. Commitment to equal opportunities.
13. A pleasant disposition and good verbal and written communication skills to ensure good communications with Councillors and the public.
14. Either experience of or an ability to learn Council Policies and procedures so that you can contribute to the smooth running of the Council's work procedures
15. A flexible approach and a willingness to turn their hand to any reasonable task.
16. A willingness to learn.

Post Applied for:

Post Number:

# Honiton Town Council

## Council

### Job Application Form

Closing Date:

Interview Date:

Please complete this form fully using black ink or type. C.V's are only accepted when submitted with the completed application. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

## Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N°:

National Insurance N°:

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Telephone N°:

Mobile Telephone N°:

E-mail address:

Can we contact you at work? Yes ☐ No ☐

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes ☐ No ☐

### Driving Licence

Do you hold a full, clean driving licence valid in the UK? Yes ☐ No ☐

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

## Section 2 Present Employment

**Present or Last Employment** (If unemployed give details of last employer)

**Name of Employer:**

**Address:**


**Postcode:**

**Post Title:**

**Date of Appointment:**

**Salary:**

**Department / Section:**

**Brief description of duties:**

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Continue on a separate sheet if necessary

**Period of Notice:**

**Last day of service**  
(if no longer employed):

**Reason for leaving**  
(if no longer employed):

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## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary



## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Professional, or Technical Qualifications

Please give details:

Professional/Technical/Qualifications	Course Details
Membership of any Professional / Technical Associations- Please state level of Membership:	

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

## Section 6      Personal Statement

### **Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Person and Job Specifications. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## Section 7    Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders' act 1974?

Yes ☐

No ☐

If yes, please give details / dates of offence(s) and sentence:

## Section 8    Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?

Yes ☐

No ☐

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes ☐

No ☐

If yes, please give details:



## Section 9 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="text"/> Postcode <input type="text"/>		<input type="text"/> Postcode <input type="text"/>
Telephone N°:	<input type="text"/>	Telephone N°:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes ☐ No ☐

Are you willing for this referee to be approached prior to the interview? Yes ☐ No ☐

Working days absent or sick in the previous 12 months: \_\_\_\_\_

Please give reasons \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section 10 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of: Town Crier and Macebearer

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

☐

Irish

☐

White non-UK

☐

Any other White background  
(please give details):

☐

#### D. Black or Black British

Black Caribbean

☐

Black African

☐

Any other Black background  
(please give details):

☐

#### B. Mixed

White & Black Caribbean

☐

White & Black African

☐

White & Asian

☐

Any other Mixed background  
(please give details):

☐

#### E. Chinese or other ethnic group

Chinese

☐

Vietnamese

☐

Any other ethnic background  
(please give details):

☐

#### C. Asian or Asian British

Indian

☐

Pakistani

☐

Bangladeshi

☐

Any other Asian background  
(please give details):

☐

F. I do not wish to provide this  
information

☐

## Section 10 Recruitment Monitoring Form (cont.)

### Gender

Male

☐

Female

☐

### Date of Birth:

### Disability:

Disability is defined as "physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities".

Do you consider yourself disabled?

Yes

☐

No

☐

If yes, please give details:

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### Media

Please state where you saw this post advertised

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## Section 11 Declaration

### A. Relatives/Other Interests

Any candidate who directly or indirectly canvasses a Councillor will be disqualified from consideration for the job. The Council does not bind itself to appoint any applicant.

Are you related to or do you have a close personal relationship with a Councillor(s) of Honiton Town Council

Yes

☐

No

☐

If yes, specify name(s), position(s) and relationship(s)

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If appointed, do you have any interests or hold any appointments that may conflict with employment by the Council in the role for which you have applied?

Yes

☐

No

☐

If yes, please detail on a separate sheet.

### B. Statement to be Signed by the Applicant

The Council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.



I acknowledge that the Council is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.

I hereby certify that:

- ☐ all the information given by me on this form is correct to the best of my knowledge
- ☐ all questions relating to me have been accurately and fully answered
- ☐ I possess all the qualifications which I claim to hold
- ☐ I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

Unfortunately, applicants who do not hear from Honiton Town Council by ???tba ??? must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post. If you would like to know if we have received your application form please enclose a stamped addressed post card.

Honiton Town Council undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

## RETURNING THIS FORM



By Hand or Post:

Mr Stephen Hill  
Honiton Town Council,  
The Beehive,  
Dowell Street,  
Honiton, Devon, EX14 1LZ

By email: (application to be signed at interview)

[clerk@honiton.gov.uk](mailto:clerk@honiton.gov.uk)

or

[towncouncil@honiton.gov.uk](mailto:towncouncil@honiton.gov.uk)