

# Lichfield City Council

## MACE BEARER/MAYORS SERGEANT

### Job Description



#### Background and Duties of the Mace Bearer

The City Council has one Sword Bearer and two Mace Bearers (left and right) for formal civic occasions. The two Mace Bearers also perform the duties of Mayor's Sergeant, and this vacancy relates to the post of 'left hand' Mace. The Mace is the emblem of the power, authority and dignity of the Mayor; the Mace Bearer carries the Mace before the Mayor on appropriate occasions and assists with robing, securing of chains of office, event briefing and organisation of the civic procession. Mace Bearers may also be asked to assist at civic charity events. Before, during and after civic events, the Mace Bearer also provides ongoing assistance and advice to the Mayor predominantly, and to invited civic dignitaries generally.

The post upholds a long tradition of civic pride and dignity, and this should be reflected in the personality and appearance of the Mace Bearer, whose duties will require a strong sense of duty, together with tact and courtesy.

The two Mace Bearers fulfil the role of Mayor's Sergeant at full Council meetings. There are usually 8 such meetings each year and the two Mace Bearers divide attendance at these by mutual agreement.

#### Remuneration

The post is paid on the Local Government scale at spinal column point 5 (fixed), currently £11.18 per hour. A pay award for 2023/24 is pending. As the hours of the post are variable and intermittent, pay for annual leave and public holidays is made by way of an addition to this hourly rate. The addition is 13% (currently £1.62 per hour and applicable up to 5 years' service) and 14.5% (currently £1.72 per hour and payable after 5 years' service).

As most of the duties are of a short duration, a special consideration is made whereby for the first two hours (or part) you will receive 3 hours' pay. Each additional hour over two hours is paid at the normal hourly rate [e.g. if you turn out for a duty lasting 1½ hours you will be paid for 3 hours; if you turn out for a duty lasting 4 hours you will be paid for 5 hours]. There are no enhanced rates for evening, weekend or bank holiday working.

#### Conditions of Service

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services ('Green Book'). The appointment is subject to satisfactory medical clearance.

#### Probationary Period and Pensions:

The appointment is subject to a term of probation of six months. The post is pensionable through the Staffordshire County Council fund.

#### Further Information

Further Information on the role and activities of the City Council is contained in the Council's website [www.lichfield.gov.uk](http://www.lichfield.gov.uk)

#### Attendance at Events

2023 Civic Events requiring attendance of the Sword Bearer and/or Mace Bearer/s are listed overleaf. Other "one off" events such as Freedom Parades, Twinning Events, etc. may occur, and dates for events will vary from year to year.

#### Closing date for applications: Friday 7 April 2023.

It is currently anticipated **interviews** will take place during **week commencing 17 April 2023**.

<b>Date</b>	<b>Required</b>	<b>Event</b>	<b>Time</b>	<b>Venue</b>
Monday 23 January	1 Mace Bearer only	Full Council Meeting	6.30 pm	Guildhall
Tuesday 21 February	Sword Bearer + 2 Mace Bearers	Shrovetide Fair and Pancake Races	12 noon	Bore St/Market Square
Sunday 26 February	Sword Bearer + 1 or 2 Mace Bearers	Worshipful Company of Smiths Service	11.00am	Guildhall
Tuesday 28 February	Sword Bearer + 1 Mace Bearer	Worshipful company of Smiths Mayoral Court	7:00pm	Guildhall
Friday 3 March	Sword Bearer + 1 or 2 Mace Bearers	Schools Speaking Competition	7.30 pm	Guildhall
Monday March 13	1 Mace Bearer only	Full Council Meeting	6.30 pm	Guildhall
Monday March 13	1 Mace Bearer only	Entertainment & Tea for over 70's	1.00 pm	Curborough Community Centre
Sunday 9 April	Sword Bearer + 2 Mace Bearers	Easter Sunday Service	10.30am	Cathedral/Guildhall
Monday 17 April	1 Mace Bearer only	Full Council Meeting	6.30 pm	Guildhall
Saturday 22 April	1 Mace Bearer only	St George's Court	12 noon	Guildhall
Monday 15 May	Sword Bearer + 2 Mace Bearers	Annual Council Meeting	6.30 pm	Guildhall
Monday 22 May	Sword Bearer + 2 Mace Bearers	Mayor's Banquet	7:30pm	Guildhall
May TBC	Sword Bearer + 2 Mace Bearers	Mayoral Service	11.30 am	Guildhall
Sunday 28 May	Sword Bearer + 2 Mace Bearers	Bower Sunday Service	10.00 am	St Michael's Church
Monday 29 May	Sword Bearer + 2 Mace Bearers	Court of Arraye Bower Procession	10.30 am 12 noon	Guildhall
Monday 12 June	1 Mace Bearer only	Full Council Meeting	6.30 pm	Guildhall
Monday 24 July	1 Mace Bearer only	Full Council Meeting	6.30 pm	Guildhall
Saturday 9 September	Sword Bearer + 2 Mace Bearers	Sheriff's Ride & Banquet	10.30 am 7.30pm	City Centre Guildhall
Saturday 23 September	Sword Bearer + 2 Mace Bearers	Dr Johnson birthday Celebrations	11.50am	Market Square
Tuesday 26 September	1 Mace Bearer only	Full Council Meeting	6.30 pm	Guildhall
Sunday 12 November	Sword Bearer + 2 Mace Bearers	Remembrance Sunday Service	10.00 am 11.00 am	Cathedral Service Remembrance Garden
Friday 17 November	Sword Bearer + 2 Mace Bearers	Mayor and Sheriff's Charity Dinner Dance	7.00 pm	Guildhall
Sunday 26 November	Sword Bearer + 1 or 2 Mace Bearers	Switch on Christmas Illuminations	5.00pm	Market Square
Tuesday 5 December	Sword Bearer + 2 Mace Bearers	Mayors Carols for Christmas	7.00 pm	Guildhall
Monday 11 December	1 Mace Bearer only	Full Council Meeting	6.30 pm	Guildhall

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# MACE BEARER/MAYORS SERGEANT (left hand Mace)

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Membership of the Guild of mace Bearers</li> <li>• Understanding of the role of Mayor and Sheriff</li> <li>• Understanding of the civic protocol and ceremonial arrangements that apply</li> <li>• Knowledge of the history of Lichfield, the role of the City Council and the civic history of the city</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Professional demeanour</li> <li>• Excellent organisational skills</li> <li>• Ability to 'read the room', take charge of proceedings and provide clear instruction</li> <li>• Supervision, organisation, event briefing and general assistance to visiting dignitaries such as Lord Lieutenant/Deputy Lieutenant etc, local dignitaries such as the Dean of Lichfield, MP etc guests with tact and resilience utilising a positive and diplomatic approach</li> <li>• Ability to project a confident and professional image when in the public arena</li> <li>• Ability to follow direct instructions from senior City Council officers, notably Town Clerk, Deputy Town Clerk and Civic Officer, and carry them out with patience and discretion</li> <li>• Ability to command respect from your audience and to be confident with public speaking</li> <li>• Ability to represent the City Council in a positive manner</li> <li>• Be punctual, courteous, reliable and able to always remain calm</li> <li>• Physical fitness - processions can be long and the Mace is relatively heavy</li> <li>• Be of smart, professional appearance</li> <li>• Commitment to upholding the civic traditions of the City</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• IT literacy, including email</li> </ul>	<ul style="list-style-type: none"> <li>• Current Driving Licence and use of a car</li> <li>• Experience of working without direct supervision</li> </ul>