

<b>Post title</b>	<b>Civil Ceremony Celebrant</b>
<b>Division / Section</b>	<b>Scientific Services, Bereavement and Registration</b>
<b>Department</b>	<b>Place</b>
<b>Responsible To</b>	<b>Registration Service Manager</b>
<b>Number of post holders</b>	
<b>Acting up/ Secondment</b>	

### **Purpose of Job**

To solemnise civil marriage and civil partnership ceremonies as and when required in previously agreed venues previously agreed within the City of Edinburgh Council area.

### **Major Tasks/Job Activities**

To conduct civil marriage and civil partnership ceremonies in accordance with the Marriage and Civil Partnership (Scotland) Act 2014, ensuring that all statutory procedures are followed. To collect and return legal documents to and from the central registration office.

Ensure arrival at the venue for the agreed time.

Preparing and amending the wording of the ceremony.

Ensuring that all the appropriate documentation is present eg marriage schedule.

Confirming with all parties that the information provided for the marriage schedule is correct.

Ensuring the venue is compliant with approval regulations on the day eg making sure the Responsible Person is present, food and drink is not being served in the room, etc.

Ensure the venue is set up in a safe and appropriate manner.

Liaising with venue staff as to their obligations and any special requirements on the day.

Conduct a pre-ceremony interview including explanation of legal content of ceremony, clarifying and confirming their requirements for the ceremony.

Ensure the schedule is signed in the appropriate manner by all the relevant parties.

Return appropriate personal papers to the parties.

Return signed schedule and associated paperwork to Registration office.

## **Supervision and Management of People (Numbers and type of staff)**

After training the post holder will work without supervision in a range of agreed locations across the City of Edinburgh Council area.

## **Creativity and Innovation**

When required, create a tailored ceremony in accordance with the couple's specification – taking into account all aspects of the couple's wishes eg music to be played. Tactfully dealing with clients and their guests who could be emotional, anxious or nervous to ensure the smooth running of the ceremony. Be able to quickly adapt to an unfamiliar venue layout also dealing with clients from different social and cultural backgrounds

## **Contacts and Relationships**

Registration Staff, Venue representatives and other members of the celebrants team. Contracting parties to the marriage or civil partners, ceremony guests, musicians and photographers who have been contracted by the couple. Taxi companies to arrange travel. Ensure that confirmation has been given to the department for availability to conduct allocated ceremonies or alternative arrangements

Venue staff to make sure venue is compliant with regulations and practical arrangements are in place.

Contracting parties (Bride and Groom or registering partners) to verify all details in the schedule, and their requirements, and to ensure their understanding of the process. Agree on a mutually acceptable solution where parties have conflicting expectations of the process (80%).

Dealing with disruptive family members (50% of ceremonies).

Agree on a mutually acceptable solution where parties have conflicting expectations of the process (80%).

## **Decisions (Discretion)**

Ensuring that strict procedures are followed in accordance with relevant legislation and guidance.

Assess whether the room layout within the venue is appropriate. Recommend suitable alternative to the couple/and or venue representative.

Venues have complied with guidance regarding room layout and restrictions regarding alcohol. Be aware of the safety issues regarding the use of candles or other decorations.

Should a particular problem arise at a ceremony assess whether this can be resolved on site or to contact the Registration Service staff for advice.

Deal with any potential disruption eg noise which may result in the ceremony having to be halted – consider solutions/alternative

Give advice on the structure/format of the ceremony eg to be standing throughout, how to enter the ceremony room. Involve other participants to the ceremony which is within the remit from the couple.

Ensure that the relative Marriage/CP Schedule has been collected from the Registration Office in the appropriate time span. Arrival at the venue is prompt taking into consideration any travel time etc.

When to begin the ceremony and you are satisfied that all the criteria has been met

Ensure appropriate content.

### **Decisions (Consequences)**

Any ceremony that goes ahead without adhering to the relevant legislation would be deemed invalid eg one or both of the parties is unable to fully understand the ceremony due to English not being their first language.

The layout of the room in a venue should be accessible and safe to allow the smooth running of a ceremony. Immediate consultation with the venue representative would be required to correct any breach of guidance eg alcohol being taken into the ceremony room. Any changes suggested/made could have an impact on the start time of the ceremony.

Failure to collect the legal paperwork would mean that the ceremony could not take place.

Depending on the degree of complexity of the problem any decisions made or action taken can have effect on whether the potential ceremony can go ahead or not. Correct procedure and protocol must be followed at all times.

Any ceremony carried out must be done with the solemnity and sincerity required for the occasion

### **Resources**

Responsible for delivering a professional civil ceremony within the specific guidelines. Working with clients in a range of locations without supervision and adhering to strict timings

### **Environment – Work Demands**

Ensuring procedures are followed and in accordance with relevant legislation and service guidelines. Dealing with clients who are anxious, emotional and over excited. Adhere to agreed times. Return the completed legal paperwork to the Registration Office correctly signed. Must be of smart appearance.

### **Environment – Physical**

Required to stand throughout the duration of a ceremony, signing of legal paperwork and any subsequent photography session. Ability to project your voice to a large group if no microphone is available.

### **Environment – Working conditions**

Various venues within the City of Edinburgh Council area which may be unfamiliar. Hotels, tourist attractions, sports grounds and private homes that are all required to follow specific guidelines issued by the City of Edinburgh Council

### **Environment – Work Context**

Required to deliver a civil ceremony to audiences which can vary in size in venues that may not be familiar

### **Knowledge and Skills**

Training will be provided in post but experience of public speaking/working with the public would be a considerable advantage

Knowledge of regulations set down by the Registrar General for Scotland.

Knowledge of Marriage (Scotland) Act 1977.

Knowledge of Civil Partnership Act 2004.

Knowledge of Marriage (Scotland) Act 2002.

Communication skills.

Public speaking.

I.T. skills.

Presentation skills.

Interview skills.

### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

### **Organisation Structure**

**Report directly to Team Leaders or Registration Service Manager**

**Will be based at the central registration office**