

Job Profile- Ceremonies User

Job Title: Ceremonies Usher

Job Grade: L1Z2

Salary Range: £28,193 - £28,640

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

The purpose of the role is to support registrars deliver lasting memorable marriage and civil partnership experiences for their couples. You will play an important part in welcoming the couples and their guests, handing out programmes, signposting them to their ceremony room, seating guests during the wedding ceremony and directing couples and their guests to important locations within the venue, such as the ceremony room, restrooms and places to take photos. You will manage large ceremony crowds and work closely with the registrars and couples to deliver a seamless service.

Ushers are not part of the wedding party and therefore they don't wear the same occasion wear as the members of the wedding party

Ushers will welcome couples and their guests. They will assist guests with limited mobility or other special needs to and from their seats. Ushers will ensure aisles, walkways, and designated seating areas are clear, clean, and safe.

About you

You will be organised, and able to work off your own initiative with the ability to manage your own workload

You will have good decision making skills and the ability to analyse and resolve sensitive issues with the best possible outcome

You will have a warm and approachable demeanour and be able to make sure people feel special and looked after.

You will have a real enjoyment of serving the public and working with a diverse group of people.

You will have the ability to complete work accurately, paying close attention to detail to ensure work is of a high standard.

You will have a command of written and spoken English which is appropriate for the effective performance of this role

You must be available to work weekends and bank holidays

You will be a people person and enjoy working with people

You will have excellent customer services skills and experience managing large crowds of people in a wedding/civil partnership or similar settings.

Work Environment:

This is an in person office based role in Camden Town Hall, Judd Street

People Management Responsibilities:

No people management

Relationships:

Registration Officers

Council Security and cleaning teams

Events Team

Registration Management Team

People Management Responsibilities:

No line management responsibilities.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.