



Role Profile

Civil Ceremonies Celebrant

Reference No.	I389.01	Type	Individual
Service	Communities, Customer Service Delivery		
Job Family	Para-Professional	Grade	FC3

Purpose

The solemnisation of both civil marriage and civil partnership ceremonies in accordance with the requirements of National Records of Scotland in Council authorised venues across Fife.

The post holder will also conduct other non-statutory ceremonies such as naming and renewal of vows ceremonies.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Conducting civil marriage ceremonies in accordance with the Marriage (Scotland) Act 1977 and 2014, ensuring that all statutory procedures are adhered to.	Formal qualifications are not essential however we will expect you to demonstrate a good standard of literacy and numeracy skills Knowledge of the legal preliminaries and related documentation required as stated by the relevant legislation and Acts of Parliament. (Embrace Technology and Information – See How We Work Matters) Written and verbal communication skills	✓ ✓ ✓	

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	Experience of working without supervision		✓
Conducting civil partnership ceremonies in accordance with the Civil Partnership Act 2004, ensuring that all statutory procedures are adhered to.	Experience of working to set guidelines and procedures Problem solving skills (Take ownership)	✓ ✓	
Collecting and returning legal documents from the Registrar, ensuring they are completed appropriately and are returned to the Registrar within the required time frame.	Ability to demonstrate a professional approach to work (Deliver results)	✓	
Conducting naming and renewal of vows ceremonies in accordance with the guidelines laid down by Fife Council's Registration Service.	Ability to work effectively alone and as part of a team (Work together) Ability to show a flexible attitude to work	✓ ✓	
Liaising with Registrars and proprietors of authorised venues.	Knowledge of the legal preliminaries to marriage and civil partnership in Scotland.	✓	
Liaising with customers, prior to the ceremony. Attending wedding fayres when required.	Experience of relating to and responding appropriately to the needs of the customers and members of the public (Focus on customers) Interpersonal skills Experience of public speaking	✓ ✓	✓

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Working outdoors, where ceremonies are taking place in the open air.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results