

Job Description: Town Crier

Job Title: Town Crier

Reports to: Democratic Service Manager

Main Purpose of the Role:

The Town Crier will act as the official ceremonial representative of Newquay Town Council, promoting civic pride, community engagement and announcing significant local events. The Town Crier serves as an ambassador for the town at civic, cultural and promotional events and delivers public proclamations and announcements on behalf of the Council where appropriate.

Key Responsibilities:

Civic and Ceremonial Duties

- Attend civic events, ceremonies, commemorations, and official engagements as requested by the Town Council.
- Formally announce the arrival of dignitaries, guests, and special visitors when required.
- Deliver proclamations, announcements, and ceremonial messages on behalf of the Town Council.
- Support civic occasions including Remembrance events, Mayor's engagements, civic receptions, and community celebrations.

Community Engagement

- Act as an ambassador for the town and promote a positive image of the Council and local community.
- Engage with residents, businesses, visitors, community groups, and local organisations in a professional and welcoming manner.
- Support community events, festivals, markets, charity events, and promotional activities.
- Assist in raising awareness of Council initiatives, events, and local heritage.

Heritage and Promotion

- Promote and preserve the historic tradition of town crying.
- Support tourism and visitor engagement activities.
- Contribute to projects and activities that celebrate Newquay's history, culture, and community spirit.
- Participate in media opportunities, photography, and promotional campaigns when required.

Administration

- Liaise with your line manager or designated officer regarding event attendance and scheduling.
 - Maintain high standards of conduct and professionalism at all times when representing the Council.
 - Ensure ceremonial attire and equipment are maintained in good condition and presentable for official engagements.
 - Comply with relevant Council policies and procedures.
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Qualifications, Knowledge and Skills:

Essential Skills:

- Excellent verbal communication and public speaking skills.
- Confident and engaging presenter with the ability to address large crowds.
- Ability to act as a positive ambassador for the town and Council.
- Good interpersonal skills and ability to engage with a wide range of people.
- Reliable, punctual, and professional in approach.
- Willingness to attend events during evenings, weekends, and public holidays as required.
- Appreciation of local history, traditions, and community values.

Desirable Skills:

- Previous experience in public speaking, acting, entertainment, tourism, or ceremonial roles.
- Knowledge of the history and heritage of the town and surrounding area.
- Experience representing an organisation, charity, or public body.
- Previous involvement in community activities or voluntary organisations.
- Interest in participating in Town Crier competitions and civic exchanges.

Review:

This job description will be reviewed annually and in accordance with service and organisational needs.