PENZANCE COUNCIL

**TOWN CRIER**

## Self-employed contract with annual civic retainer and paid engagements

## Term: One year subject to annual review

Responsible to: Corporate Services Manager

### Overall Purpose of the Role:

The purpose of the role is to act as the official Town Crier for Penzance Council and support the Mayor, Civic Party and Council at Civic, Ceremonial and Community events. To make public proclamations and announcements with dignity, clarity and warmth, and to represent Penzance, Newlyn, Mousehole, Paul, Heamoor and Gulval in a positive and politically neutral manner.

### Main Duties and Responsibilities:

- To attend agreed civic events, parades, ceremonies and public occasions
- Write and deliver formal cries, proclamations and public announcements
- Support the Mayor and Civic Party during ceremonial events
- Liaise with Council Officers about event arrangements, timings, scripts and routes
- Follow event briefings, health and safety instructions and civic protocols.
- Maintain appropriate standards of conduct while representing the Council.
- Take reasonable care of any Council-issued regalia, bells or equipment.

### Civic and Ceremonial Duties:

- Attend and promote key events including but not limited to:
    - Annual Town Council Meeting ‘Mayor Choosing’ (Evening in May)
    - Feast of St John (Sunday in June)
    - Golowan Festival/Mazey Day (Saturday in June)

- Remembrance Sunday (Second Sunday of November)

- Open and announce Civic proceedings when requested
- Take part in processions, public gatherings and ceremonial moments
- Adapt tone and delivery appropriately for celebratory, formal or solemn occasions
- Commence all formal cries with ‘Oyez, Oyez, Oyez’ and conclude them with ‘God save the King’.

**Public Representation:**

- Act as an ambassador for the town and wider Parish
- Engage respectfully with residents, visitors, Councillors, staff and community groups
- Promote a welcoming and inclusive Civic presence
- Remain politically neutral while acting in the role
- Refer enquiries, complaints or sensitive matters to an appropriate Council Officer

**Health, Safety and Conduct:**

- Follow all reasonable health and safety instructions for Civic events and public gatherings
- Take precautions when processing, standing, using a bell, projecting voice and working outdoors
- Report any hazards, incidents or concerns to the event lead or nominated Officer
- Comply with relevant Council policies, including equality, dignity at work, social media and data protection

**Regalia and Equipment :**

The Town Crier is required to wear and use agreed Civic regalia, clothing and equipment appropriately and when required. All Council issued items are to be kept secure, clean, in good condition and returned at the end of the appointment or when requested.

**Review and Renewal:**

The contract will be reviewed annually, and review should consider attendance, reliability, Civic conduct, public feedback and ongoing availability. Renewal will be subject to Council requirements, budget, satisfactory performance and mutual agreement

**Skills and Expectations:**

The role requires a strong, clear voice, confident public presence and ceremonial bearing, together with reliability, punctuality and flexibility to attend Civic events. The Town Crier will be able to follow scripts, briefings and event instructions, compose ceremonial announcements, and demonstrate an understanding of Civic dignity and political neutrality.

Knowledge of Penzance and the wider Parish, experience in public speaking, performance, community work, heritage, guiding or ceremonial duties, and an interest in local history, civic tradition or Cornish culture would be desirable, alongside a respectful and inclusive manner when engaging with the public and Civic representatives.