



Newton Abbot Town Council
NEWTON ABBOT TOWN CRIER

Job Description & Person Specification

JOB TITLE	Newton Abbot Town Crier
GRADE	Voluntary role, travel expenses are paid
HOURS	Dependant on upcoming events and there sufficient opportunities to make a credible role as Newton Abbots Town Crier
REPORTS TO	Natalie Hicks – Events Co-ordinator
LOCATION	Town centre based and other Devon competitions

APPLICATION AND INTERVIEW	
Closing date	
Interview date	The interview will consist of two parts: <ul style="list-style-type: none">• the interview itself including a mock cry. Interview panel will consist of Newton Abbot Town Council officers and members of the Town Crier Guild.



PURPOSE OF THE ROLE

To promote the Town of Newton Abbot at local events in the area as well as further afield when competing in Southwest Town Criers Competitions.

To support the Town Council by promoting activities happening in Newton Abbot during market days and attend the annual programme of NATC events and to represent the town in a positive manner.

TOWN CRIERS DUTIES:

The exact nature of the duties will be decided by the Town Council from time to time and may include some or all of the tasks listed below. Other duties may be added as considered appropriate by the Council.

1. To promote the town of Newton Abbot to shoppers in town on market days (Wednesdays) as well as further afield when competing in other town criers competitions in Devon and Cornwall.
2. To welcome visitors and coaches to the town and spread joy and warmth to all those in town.
3. To attend local activities and functions when booked by local businesses or charities (subject to the Events Co-ordinator or Town Clerks approval).
4. To assist the Mayor of the day, open new businesses as requested.
5. To carry out weekly shouts in particular over the summer in the town centre to residents and visitors alike.
6. To become a member of the Ancient & Honourable Guild of Town Criers.
7. To wear the Newton Abbot Town Council regalia and carry a bell. Uniform and bell will be provided.
8. To host the annual Newton Abbot Town Criers competition every September to work in partnership with the Events Co-ordinator.
9. To write relevant cries for each event and to submit them for approval by the Events Co-ordinator in-line with Guild guidelines. All cries must be non-political and non religious and in good taste and spirit of the role.
10. The list of responsibilities/duties above is not to be regarded as exclusive or exhaustive.

Equal Opportunities

The Council is committed to providing equal opportunities in the services it provides and in the way in which it employs people. This applies when developing plans, policies and strategies and when working with suppliers, contractors, volunteers and partners. The Council will listen to all sections of the community and aim to provide services, which meet the needs of the whole community.

The Council wants to make sure that everyone is treated fairly, regardless of gender, race, disability, ethnic origin, marital status, age, religion, parental or property status or sexuality. The Council monitors the way in which things are done to make sure that employees, potential employees, volunteers, residents and visitors are treated fairly and without prejudice.

Smoking in the Workplace

Newton Abbot Town Council operates a smoke-free environment. Smoking, vaping and the use of e-cigarettes is prohibited within the curtilage of its property, assets and vehicles and while representing the Council in any capacity.

Person Specification

Criteria	Essential	Desirable	How assessed?
Experience			
Experience of dealing with members of the public, and the ability to remain calm and act diplomatically whilst doing so.	✓		Application/ interview
Experience of developing positive working relationships with colleagues, councillors, local businesses and members of the public.	✓		
Skills, Abilities & Knowledge			
Excellent time management and organisational skills	✓		Application/ interview
Excellent communication skills both written and verbal, together with excellent listening skills with the ability to draft engaging and accurate cries	✓		

To have a friendly, outgoing and personable character, to be able to communicate with the public (both adults and children)	✓		
To be a great public speaker with a voice that can be amplified and travels well in open spaces	✓		
The ability to communicate with NATC through email and telephone calls	✓		
To be a team player but can also work well independently and use own initiative	✓		
Knowledge of the Town Council's role and responsibilities		✓	
Local knowledge of Newton Abbot and surrounding area and the towns history including awareness of local events, traditions, and the Newton Abbot community.	✓		
To hold a full clean UK driving license	✓		
Confident public presentation and performance skills	✓		
Ability to work co-operatively with Town Council officers, event organisers, and Guild members	✓		
Ability to represent Newton Abbot Town Council in a professional and respectful manner	✓		
Ability to follow guidance, protocols, and approval processes	✓		Application/ interview
Understanding of the historic and ceremonial role of a Town Crier		✓	

Knowledge of Town Crier Guild guidelines and etiquette		✓	
Understanding of the requirement for cries to be non-political, non-religious, and in good taste		✓	
Awareness of safeguarding, inclusivity, and appropriate public conduct	✓		