

Casual Work for Enfield Council

Type of Position/Work Available:	Casual/Sessional/Bank Registrar
Department/Service:	Chief Executive's Department Registration Service
Grade:	SO2
Hourly Rate:	£17.27
Description of the work available:	<p>The Register Office is looking to expand its pool of sessional registrars to perform and register Marriages and Civil Partnerships during the weekday, weekends, and Bank Holidays.</p> <p>Ceremonies will either be at the Enfield Register Office, or at an approved venue within the Borough of Enfield at a manageable travelling distance.</p> <p>You should have excellent communication skills, a smart appearance, and a friendly and positive character. The ability to speak confidently in public is essential. The ability to understand and apply rules and procedures, have good communication and organisational skills, to maintain accurate records and to deal with unexpected situations.</p> <p>As a regular and intrinsic part of this role requires you to speak and write in English, the ability to converse at ease with the public, in accurate spoken English is essential and consistent with the requirements of this role. This role also requires you to be polite and courteous when conversing with the public.</p> <p>You will be asked to provide your availability for three months in advance. Rota's are then allocated on a monthly basis. As the post is based upon attending weddings, the work will predominantly be Friday, Saturdays and Sundays but you will be required to provide availability Monday to Sunday including Bank Holidays to also accommodate mid-week weddings.</p> <p>Previous registration experience is desirable, to assist with birth and death registrations and notice of marriage appointments in periods of high demand.</p> <p>For detailed information on this role, please refer to the Job Description and Person Specification.</p>

To apply for this role, or to find out more information, please contact:	joanne.gruchy@enfield.gov.uk
Closing date:	31 st October 2022
Candidate information:	<p>Please note this work is being offered on an 'as and when' basis and you will not be an employee of Enfield Council. We look forward to receiving your application.</p> <p>Under the Births, Deaths and Marriages Regulations 1968 the following are disqualified from being a registrar: Non Discharged Bankrupt, Authorised Person, Secretary of Synagogues or Registering Officer for the Society of Friends, Minister of Religion, Medical Practitioner, Midwife, Undertaker or persons involved in the burial or cremation business or any anyone engaged in the business of life insurance.</p>