

**THIS IS THE
DIFFERENCE
YOU MAKE**



REGISTRATION SERVICE RECRUITMENT PACK

Combined Registrar - Rugby

Combined Registrar - Scale G £26,421 - £28,770



We have an exciting opportunity to join our team of combined registrars in the Rugby area.

As a Combined Registrar you will be responsible for registering statutory marriages and civil partnerships and conducting statutory and celebratory ceremonies. It is a technical role that requires accuracy and attention to detail; you must be confident working with members of the public, being responsible for supporting and guiding couples through their special day.

The role is very seasonal in nature with most of the work during the summer months. Successful applicants will be on a zero-hour contract, to work as and when required. With general availability across 7 days a week and we require a commitment of at least two weekends a month during the busier ceremony season which is April to October. You may also be required to work public holidays. We are unable to guarantee or give estimates of anticipated hours, as this varies throughout the year. A uniform will be provided.

You will be paid a month in arrears for hours worked. The hourly rate will be enhanced by a percentage in lieu of holiday. A mileage allowance is also paid for miles travelled from your base office to ceremony venues.

Warwickshire's Registration Service is known for high standards and an innovative approach to service delivery. These are attributes that today's customers expect.

Warwickshire Registration Service provides a statutory service for the registration of births, deaths, and stillbirths. We complete registrations of these life events taking place in Warwickshire.

We are responsible for the notices of marriage and civil partnership (civil preliminaries) for all Warwickshire residents not just for those marrying or forming a civil partnership in Warwickshire.

The service also maintains historical records of these life events providing copy certificates when requested.

We are also required to complete the registration of religious marriages that have taken place across the county.

We also offer celebratory non-statutory ceremonies, such as Naming, Renewal of Vows and Commitment.

We conduct around 3,000 civil ceremonies a year, in both our own venues and 80+ Licensed Venues and other unlicensed locations approved by the Registration Service.



To be successful in this role you will need good administrative and customer service experience as well as a good standard of education. It's important you have good communication skills both verbal and written with clear and neat handwriting and can work accurately with excellent attention to detail when personalising ceremony scripts to customer requirements with a flair for creative writing.

You will be used to working within a team as well as on your own initiative; be resilient, flexible, and able to work with people and confidential information with tact and diplomacy.

In addition, it's important you have good planning and organising skills, you can manage your time effectively and work under pressure. Good ICT skills, the ability to travel throughout the County and willingness to attend relevant training events and courses are also compulsory.

The Fluency Duty is outlined in the Code of Practice on the English language requirements for public sector workers. The Fluency Duty for this role is Required. You must be able to speak and provide advice in accurate spoken English to the public.

For further information please see the attached Job Description & Person Specification.



Warwickshire is a great place to live and work with plenty to do, see, and enjoy. The county covers an area of around 760 square miles and has several large towns.

Working at Warwickshire County Council, you'll improve the county and see just how much of a meaningful difference you make to its people.

Diversity is essential to our success, and everyone has a role to play to make Warwickshire the best it can be. It's a big responsibility that can be challenging at times, but this is what drives us to succeed and achieve.

If you're someone who is prepared to get stuck in, who wants to do the best job possible, who approaches everything with passion and purpose, then we want you to work for us.

You'll be able to apply your knowledge and abilities in a place that matters to people and communities. And simply put, you'll enjoy working here because of that.

If you have any enquiries about the post, please contact:

Charlotte Young T: 01926 418167

E: charlottelyoung@warwickshire.gov.uk

Charlotte Matty T: 01926 413722

E: charlottesmatty@warwickshire.gov.uk

*Working for
Warwickshire*