

Mayor's Chauffeur (Casual)

Job Description

- To be available on an ad-hoc basis to drive the Mayor and Deputy Mayor of Eastbourne to civic engagements, using the official Mayor's car.
- On occasions, you will be required to accompany the Mayor of Eastbourne at an engagement whilst he/she wears the chain of office.
- On occasions, you will be required to carry out ceremonial macebearer duties at meetings of the Full Council and other civic events.
- Casual time sheets to be completed on a monthly basis and reimbursement of hours completed can be claimed.

EASTBOURNE BOROUGH COUNCIL

PERSON SPECIFICATION

POST TITLE: MAYOR'S CHAUFFEUR (CASUAL)
TEAM: DEMOCRATIC SERVICES
DIVISION: CIVIC SERVICES
DEPARTMENT: DEPUTY CHIEF EXECUTIVE
LOCATION: TOWN HALL

1. QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">• Possess a clean driving licence.• General standard of education with ability to receive and respond to written instructions and to keep written records.	<ul style="list-style-type: none">• Advanced driving qualification

2. TRAINING

Essential	Desirable

3. SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Time management & organisational skills• Able to work on own initiative and with a flexible approach• Good verbal communication and customer service skills.• Excellent driving skills• Ability to deal confidently with officers and councillors	<ul style="list-style-type: none">• Demonstrable experience of delivering passenger care

4. KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none">• Basic knowledge of vehicle maintenance.	<ul style="list-style-type: none">• Knowledge of Eastbourne and the surrounding area.• Knowledge of civic protocol and the role of the Mayor

5. EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none">• Dealing with public/customers• Able to respect and keep confidential information	<ul style="list-style-type: none">• Previous experience of carrying out ceremonial macebearer duties, or of acting formally on ceremonial/civic occasions• Previous chauffeuring experience

6. GENERAL REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none">• Smart and professional appearance• Flexibility to accommodate early start and late finish times, plus evening and weekend work• Available to work some public and bank holidays• Available to work most Saturdays and Sundays	