



Newhaven Town Crier

Description of the Role

Purpose of the post:	To raise and maintain the visibility, profile, prestige and dignity of the town of Newhaven by attending events and functions on behalf of Newhaven Town Council and by providing town crier services at events arranged by other organisations in and around the town.
Accountable to:	The Clerk to the Council
Honorarium:	The post of Town Crier is voluntary and unpaid, however an annual honorarium of £150 will be paid to enable the post holder to join the Ancient and Honourable Guild of Town Criers and as a contribution towards the costs of cleaning the uniform.
Costume:	The Town Council will provide items of clothing and equipment to enable the post holder to perform their duties. The costume must be kept in a clean and smart condition.
Town Council duties:	The post holder will be expected to cry at appropriate Town Council events in liaison with the Clerk to the Council, subject to their availability. These may include: • The Annual Meeting at which the new Mayor is elected in May • The Dieppe Raid Commemorations in August • The Mayor's Christmas Carol Concert in December • The Newhaven Community Awards presentation • Other events arranged by the Town Council
Other local events:	The post holder is expected to be invited to perform cries throughout the year at other events organised by local voluntary or charitable organisations. Attendance at these events is at the Town Crier's discretion and subject to authority from the Clerk. The post holder will not charge a fee to attend this sort of event but may accept a gift or out of pocket expenses.
Commercial events:	The post holder may be invited to perform commercial cries for businesses in the town, for instance for the opening of a new shop. Attendance at these events is to be encouraged and allowed,

subject to approval from the Clerk and subject to the restrictions listed below. Fees for such engagements may be negotiated by the Town Crier and are theirs to keep. The post holder is reminded that such income must be declared to HMRC as appropriate.

Events outside the town:

The post holder may cry at events outside Newhaven at their discretion and subject to authority from the Clerk and subject to the restrictions listed below.

The post holder may travel to other parts of the country or abroad to take part in competitions or twinning events. Travel in these circumstances will be at the Town Crier's own expense.

Requirements & restrictions:

The post holder is required

- To join the Ancient and Honourable Guild of Town Criers in order to benefit from their public liability insurance as well as from the support they offer their members and to abide by the rules/guidelines laid out by the Guild.
- To write their own cries, starting every cry with "Oyez, Oyez, Oyez" and finishing with "God Save the King".
- To behave with decorum and integrity and to consistently treat other people with respect, regardless of their race, age, religion, gender, sexual orientation, disability or position.
- Not to behave dishonestly or to place themselves in a situation where their honesty may be questioned.
- Not to cry anywhere for a party-political purpose.
- Not to cry anywhere for any activity that is illegal.
- Not to cry anywhere for any activity which might bring Newhaven or its Town Council into disrepute (for example the opening of an Arms Fair or a Sex Shop). The Town Council reserves the right to refuse permission for the Town Crier to cry at any activity which it feels is inappropriate. The decision of the Clerk to the Council in this regard is final.

Length of post:

The post is permanent after a probationary period of one year. The post may be terminated by either the post holder or the Town Council on giving one month's notice.



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Person Specification

Newhaven Town Council has decided to appoint an honorary Town Crier for Newhaven.

This new role is open to anyone aged 18 years and over.

Applicants will require:

- Excellent written and oral communication skills
- An outgoing personality
- A sense of pride in Newhaven and a desire to promote the town
- A sense of pride in their personal appearance
- A sense of humour
- Honesty and integrity
- A willingness to work at weekends, evenings or on public holidays
- A willingness to work alone
- A driver's licence
- The ability to project their voice

The successful applicant will be expected to have, and to develop, a good local knowledge with an understanding of the town and its history, to answer queries from visitors and to help locate cafes, toilets, local attractions, etc.

All applicants must complete an application form and submit it to Newhaven Town Council, 18 Fort Road, Newhaven, BN9 9QE or email it to admin@newhaventowncouncil.gov.uk by the deadline of 17.00 on Friday 13th December 2024.

Shortlisted applicants will be invited to attend an interview and perform a sample cry at the full Council meeting of Newhaven Town Council to be held at Meeching Hall, Fort Road, Newhaven BN9 9QQ on Tuesday 14th January 2025.