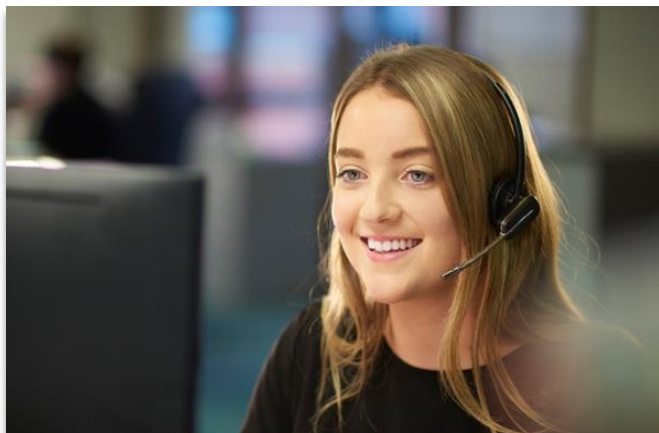


Ceremonies Officer – Role Profile



- The delivery of Legal Preliminary appointments is a core part of the role, for which full training is provided. This is a customer-facing, appointments-based part of the role
- The role also involves administrative tasks around taking payments, booking ceremonies, and answering customer enquiries
- COs regularly liaise with outside approved ceremony venues across Kent
- COs are also trained to be both Registrars and Celebrants, to deliver Register Office ceremonies
- Excellent attention to detail and ICT skills are crucial for this role

- Ceremonies Officers (COs) lead our frontline services in Register Offices across Kent and are the first point of contact for couples booking a civil ceremony
- The role is a very rewarding one which offers the opportunity to guide couples through all the legal and administrative aspects of one of the biggest days of their lives
- The key responsibilities are delivering Legal Preliminary appointments, liaising with customers over the administrative processes and delivering Register Office ceremonies



- The ability to learn aspects of legislation is required, but full training is offered, and prior Registration knowledge is not required
- The role is a diverse and interesting one which offers you the opportunity to help couples plan their ceremony
- Whilst the role involves administration and technical knowledge, the most important aspect of the role is meeting and supporting customers with one of the most important moments of their lives!

Here is just one testimonial from a happy Ceremonies customer:

"We wanted to send a very big thank you for having us at your beautiful Register Office. We felt so well looked after and cared for from the moment we booked the ceremony and following through to the day"