

## JOB DESCRIPTION

### 1. Job details

<b>Job title</b>	<b>Director of Ceremonies</b>
<b>Expected time commitment</b>	The nature of the role requires the Director of Ceremonies to work evenings and weekends on occasion to attend functions, events and meet volunteers, divisions and St John Councils across Wales.
<b>Term of Office</b>	The appointment will be for an initial three-year term, with the possibility of extension for an additional three years.
<b>Accountable to</b>	Registrar.
<b>Responsible for</b>	Assistant Directors of Ceremonies, Regional Priory Leads, Choir Conductor, Muster Party National Lead, wider Priory Support Team.
<b>Volunteering Location</b>	Pan-Wales with the requirement to travel whenever the need arises and to attend events, meetings or any other business of the Priory for Wales. Reasonable travelling and subsistence payments will be made in accordance with SJAC Policy.

### 2. Job summary

To be the principal ceremonial advisor to the Priory for Wales and to deliver the ceremonial events of the Priory, in partnership with the Chief Commissioner, senior volunteers and the Order Affairs Administrator in accordance with the Statutes, customs and traditions of the Most Venerable Order of St John of Jerusalem.

### 3. Main duties and responsibilities

<b>1</b>	To plan, regulate and direct all ceremonial elements of Priory for Wales events, providing strategic oversight and assurance to the Priory Chapter. Events include Grand Council, annual Investiture and Visitation services, regional awards events and carol services, installations of Priory Principal Officers, and other major events identified by the Prior, Chancellor, Bailiff of St Davids or Registrar, in liaison with the Chief Commissioner, senior volunteers and Order Affairs Administrator.
<b>2</b>	To use a facilitative management approach to ensure recruitment, coaching, mentoring, development and coordination of a sufficient and appropriate ceremonial team that is able to plan, communicate and deliver a professional standard at all ceremonial events, including: <ul style="list-style-type: none"> <li>- preparing and communicating ceremonial instructions ahead of events covering all areas;</li> <li>- forming and leading processions and ceremonial conduct throughout;</li> <li>- preparing for and conducting the formal presentation of honours and awards;</li> <li>- preparing, coordinating and assembling the right individuals for formal photographs;</li> <li>- planning for, chaperoning and entertaining dignitaries throughout events, with due regard for their time constraints and other limitations and requirements;</li> <li>- ensuring musical and choral arrangements are coordinated well in advance with musicians, conductors and other key individuals to ensure clear understanding on the day;</li> <li>- delivering a professional standard of drill where formal standard-bearers or muster parties undertake drill or marching at events on behalf of the Priory;</li> <li>- promoting equality, diversity and inclusion to ensure that the ceremonial team is representative of the SJAC membership and the communities of Wales; and</li> <li>- ensuring ceremonial equipment and historical assets are maintained and prepared for events.</li> </ul>
<b>3</b>	To support the implementation of the strategy of the Priory and decisions of the Priory Chapter.

4	To be the preeminent expert in the Priory for Wales on all ceremonial matters, including deep knowledge of all aspects of the prevailing Order of St John Ceremonial Regulations, able to advise the Prior, Chancellor, Bailiff of St Davids, Registrar and others on any aspect. To be familiar with the Statutes of the Order of St John, its Regulations and Rules, together with the Statutes, Regulations and Rules applicable to the Priory for Wales.
5	To liaise with all clergy, other religious and non-religious and civic leaders on all matters of ceremony, with the assistance of the Order Affairs Administrator.
6	To ensure that members of the Priory Support Team hold a valid safeguarding qualification and an accepted valid DBS certificate, and that they attend the requisite safeguarding, health and safety, wellbeing and other identified relevant training as required.
7	To provide such advice as is appropriate on all ceremonial matters as requested both Nationally and locally via the Chief Commissioner, senior volunteers and teams.
8	To coordinate with the Chief Commissioner and senior volunteers and ensure the attendance of appropriate attendance at Priory for Wales and civic events such as memorial services, remembrance parades, St John Day events, major fundraising events and so forth.
9	To ensure all ceremonial clothing and regalia is available and in good condition for each ceremonial or other event, with the assistance of the Order Affairs Administrator.

### PERSON SPECIFICATION

#### 4. Role-specific requirements

<b>Substantial experience of formal ceremonial duties</b> from a previous role with the College of Arms, HM Armed Forces, uniformed civilian services or other organisation where formal ceremonial duties were an important aspect of the role.	Essential
<b>Substantial bearing and presence as a leader</b> , remaining approachable, confident and compassionate, and understanding the volunteer ethos of the Order and Priory.	Essential
<b>Excellent planning and organisational skills</b> and experience.	Essential
<b>Strong interpersonal skills</b> , able to influence others with empathy and caring, aware of and flexible to their needs.	Essential
<b>Outstanding oratory and communication skills</b> , able to deliver formal speeches and announcements with flair and confidence in both planned and unplanned settings.	Essential
<b>Strong diplomatic skills</b> , able to smoothly anticipate and assuage the needs of dignitaries and guests of the Priory before, during and after events.	Essential
<b>Meticulous attention to detail</b> to ensure the team delivers highly professional events with every aspect carefully planned and delivered.	Essential
<b>Capacity and commitment to personally attend</b> the Priory for Wales headquarters, major ceremonial events and such other locations as deemed necessary.	Essential
<b>Commitment to devote sufficient time</b> and effort behind the scenes to planning in advance and meaningful debrief after each and every event.	Essential
<b>Welsh language experience.</b>	Desirable
<b>Ability to plan and manage</b> complex workloads, deadlines and risks.	Desirable
<b>Ability to think creatively, organise diligently and prioritise effectively.</b>	Desirable

**5. Requirements of all of our volunteer leaders**

A valid Group B safeguarding qualification and an accepted valid DBS certificate.

Understanding of and commitment to our organisational vision, mission and purpose.

Clear understanding of and commitment to our people and safety policies and practices.

Absolute commitment to role modelling our values at all times and helping others to do the same.

Experience of managing teams and resources in a manner consistent with a culture of accountability, professionalism and excellence in service delivery.

Understanding of the role of the volunteer and the opportunities and challenges this can create.

Ability to professionally represent the organisation at local and national engagements.

Excellent interpersonal skills and the ability to communicate and influence others at all levels.

Willingness and ability to devote the time and effort required to fulfil the role to a high standard.