



OFFICE OF THE CLERK OF TYNWALD

Standby Security Guard, Messenger and Tour Guide

Further Particulars

Post:	Standby Security Guard, Messenger and Tour Guide
Section:	Tynwald Security & Facilities
Grade:	Messenger / Security Guard
Responsible to:	Seneschal
Responsible for:	None
Purpose:	To support the smooth and safe running of the sittings of Tynwald and the Branches, lead visitor tours and other associated duties.

Main duties and responsibilities

The Tynwald Security and Facilities team, comprising one full time, five part time and two standby officers (currently vacant), supports the smooth and safe running of the sittings of Tynwald and the Branches. To ensure that Tynwald is as accessible to the public as possible the role of the standby officer is to be available, on an ad-hoc basis, to cover staff absence in this team. In addition the post holders will be asked to lead visitor tours, approximately once a week, taking around 2 hours.

The post holders will do all they can to welcome members of the public and guests and to support Members during sittings whilst being mindful of the need to maintain a safe working environment. Duties may include:

- a. Preparation of the Chambers, including a security check prior to admitting the public.
- b. Security check of public on entry, including searches.
- c. Carrying confidential messages to Members during sittings.
- d. Provision of refreshments to Members in the chambers during sittings.
- e. Leading visitor tours, groups vary in size from two to around 30 people.
- f. Cover for building security during evening functions, or providing reception for public committees.
- g. Duties on Tynwald Day, at St John's.

A uniform and training will be provided to the successful candidate.

The successful candidate

The following criteria are essential:

- physically capable to perform the duties of the role
- impartial and discreet
- flexible
- confident when dealing with members of the public
- willing and available to undertake other duties when required

Terms and conditions of employment

This role is remunerated at £9.07 per hour, which includes a percentage payment in lieu of annual leave. Payment would be made for hours worked, on the 25th monthly, in arrears. The post is not superannuable.

When you have been asked, and have agreed, to provide cover for a sitting you will need to be available from 8.30am and will have an hour for lunch.

House of Keys and Legislative Council sittings take place weekly on Tuesdays, apart from the third Tuesday, and you will work until the sitting finishes, this is usually by 5.30pm.

Tynwald sits monthly on the third Tuesday and may continue into Wednesday and Thursday. These sittings may run into the evening and there is usually an additional short break before an evening session begins. Again you will work until the sitting finishes; this may be very late in the evening.

Interviews

It is hoped to hold interviews on Friday 1st February 2019. If any candidates are not available that day they should indicate this clearly in their application form.

Further information

Potential applicants are encouraged to contact Paul Dougherty, Seneschal, by telephoning 651534 or by emailing p.dougherty@tyrwald.org.im to arrange for an informal discussion before applying.

Applications

To apply for this role please forward a completed application form, accompanied by a CV, by 12 noon on **Friday 18th January 2019** to:

Roger Phillips
Clerk of Tynwald
Legislative Buildings
Douglas
IM1 3PW