Do you want to make a difference? We are seeking a customer-focused 'people' person to join our team based at the Registration Office, Malton. You will provide a full range of services, including the registration of births and deaths and the delivery of marriage, civil partnership and other non- statutory ceremonies.

You must have experience of dealing with the general public, preferably in a front line service, with good communication and organisational skills and the ability to deal with clients from all backgrounds, sometimes in difficult situations. The successful candidate will have tact and diplomacy when dealing with customers and be able to work both as part of a collaborative team and independently with minimum supervision. Therefore, we welcome applications from candidates who have excellent customer service skills, with an aptitude for dealing with people at some of the most important and emotionally heightened times of their lives.

Accurate work, attention to detail, and a high level of computer literacy are crucial. Good public speaking skills and a professional appearance are also essential for this post. An ability to understand and engage with the legislative framework governing civil registration is desirable.

The post will offer a guaranteed 600 hours per annum to cover annual leave for Registrars, Wednesday afternoons at Malton office, training and other emergency situations, on an 'as and when' basis, therefore hours worked will vary but you must be available Monday to Friday when required. You will also be required to work at Scarborough Office on a rota basis. The salary will be paid in equal instalments over the year. Hours worked over and above the contract hours will receive additional remuneration.

You will also be required to work Saturdays, Sundays and Bank Holidays on a rota basis, for which additional payment will be made.

Joining us at North Yorkshire County Council, you can expect to receive numerous employee benefits. This includes access to our 'Everybody Benefits' package where you can receive retail discounts and vouchers.   
  
If this sounds like the role for you then we look forward to receiving your application.