



JOB of the Week



Job name: Registrar

Job description: As a registrar, your job is to collect and record details of all births, stillbirths, deaths, marriages and civil partnerships in your area. You could also perform marriage, civil partnership, citizenship and naming ceremonies at register offices and other venues.

Tasks you will undertake in the job: As a Registrar, you'll be:

- interviewing parents and relatives after a birth or a death
- completing computerised and paper records
- issuing birth or death certificates
- informing the coroner (or procurator fiscal in Scotland) if there are any suspicious circumstances surrounding a death
- collecting statistics to send to the General Register Office
- taking payment for copies of certificates
- keeping accurate records
- performing civil ceremonies such as marriages, civil partnerships, naming and citizenship

Where you will work:

Because the work of a registrar includes performing ceremonies such as marriages, civil partnerships, naming (of children) and citizenship for people wishing to become a British citizen you could work in a range of different environments (think about all of the places where people can get married)

You would be based at a local register office and may also attend marriages in various locations such as hotels, stately homes and civic buildings. In some remote areas, you may be based at home or in a local post office and work when needed.



Skills required for this job (core competencies):

Communication	Resilience	Organisation	Teamwork
Problem Solving	Initiative	Creativity	Digital literacy

Progression for Registrars:

With experience, you could be promoted from assistant registrar to deputy registrar, then to registrar and superintendent. Each district has at least one superintendent registrar and deputy, and each sub-district has a registrar and deputy.

Salary: Registrars can expect to earn approximately £18 000 - £40 000 a year

Working hours: You'll typically work a 35 – 40 hour week, though working hours and workloads may vary according to the season. Registrars can work in the evenings, at the weekend and often on Bank Holidays (usually on a rota system)



Qualifications to become a Registrar:

You could start as an assistant or deputy registrar. With experience and on-the-job training, you could then apply for a registrar position. To apply for an assistant or deputy role, you'll usually need to be at least 18 years of age

GCSEs at grades 9 to 4 in English and maths, or equivalent

You could also work your way up from a managerial role at a local council or through getting relevant experience in a private sector company.

To apply directly for registrar jobs, you'll need experience in management, in handling budgets, and knowledge of relevant legislation and legal processes. You'll also need excellent customer service, public speaking and IT skills.

Essential skills you need to show: To succeed as a Registrar, You'll need:

- administration skills
- customer service skills
- excellent verbal communication skills
- knowledge of English language
- to be thorough and pay attention to detail
- the ability to accept criticism and work well under pressure
- active listening skills
- legal knowledge including court procedures and government regulations
- to be able to use a computer and the main software packages competently

Restrictions and Requirements:

You'll need to: be over 21 years of age

Doctors, midwives, ministers of religion, funeral directors and anyone working in the life assurance industry are not allowed to become registrars. You may need a driving licence for some jobs.

www.icould.com

www.successatschool.org

www.nationalcareers.service.gov.uk

www.prospects.ac.uk/jobs-and-work-experience/job-sectors

www.ucas.com/careers-advice

www.kudos/cascaid.co.uk/#/ (you all have a log on for this service)

www.careersbox.co.uk (careers videos)

Helpful sites for careers information
GAT careers links

<http://airhead.io/public/launchpads/XqbuOMJgb0OfqvMPCykzA>



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