

Registration Officer - Births, Deaths and Marriages (Permanent)

Employer

Kensington and Chelsea Council

Location(s)

Chelsea Old Town Hall, King's Road,

Workplace Type

On-site Only

Contract Type

2 X Fixed Term

2 X Permanent

Working Hours

Full Time

Hours Per Week

36

Grade

RBKC Range E (SO1/2)

Salary Range

£40,404 to £44,235.

Salary Basis

Per annum

Leave Entitlement

?

Less than 5 years' service *	Between 5 years' and 10 years' service *	More than 10 years' service *
29 days (208.8 hours)	31 days (223.2 hours)	32 days (230.4 hours)

Application Deadline

31st March 2026

Anticipated Interview Date(s)

First two weeks of April 2026

To Apply

Please email your expression of interest, including your CV and relevant experience to steven.lord@rbkc.gov.uk.

Job Title: Registration and Ceremonies Officer Recruitment

Support life's most significant moments – from births and deaths to marriages – with competence and care in this vital frontline role.

As a Registration and Ceremonies Officer, you'll play an essential role in delivering exceptional service during some of the most important events in people's lives. You'll help ensure every occasion is conducted with professionalism, accuracy and compassion.

Working Style:

You'll be based in the Borough on a full-time basis, playing a key role in serving the local community. Whether you're working on the frontline or behind the scenes, you'll be part of a dedicated team making a real difference to residents' lives.

What you'll be doing:

In this full-time registration role, you will be registering births, deaths, marriage and civil partnerships. You will also take notice of marriage and civil partnership, and conduct citizenship ceremonies. As well as being customer facing, you will also play a key role behind the scenes with ceremony administration and the issuing of certificates.

No two days will be the same. You'll move between the register office, religious buildings and approved venues, adapting to each setting and audience. You'll also work closely with the General Register Office, Home Office, hospitals and other partners to make sure every registration and record is accurate, secure and compliant.

It's a varied and dynamic role where professionalism meets people skills. Some days you'll deliver back-to-back weddings in glamorous venues, other days you'll support behind the scenes to ensure everything runs seamlessly. You'll need to think fast, communicate clearly and handle each moment – happy or challenging – with empathy and composure.

What you'll bring

You'll be confident, personable and calm under pressure – the kind of person who can hold a room's attention and put nerves at ease. You'll combine excellent communication skills with meticulous attention to detail, ensuring every legal requirement is met to the letter.

Experience in public speaking, event delivery or customer service will be invaluable, as will strong administrative and IT skills. You'll be flexible, reliable and comfortable working in different venues across the borough – including evenings and weekends – always representing the Council with pride and professionalism.

Above all, you'll care deeply about getting it right for our residents. You'll bring warmth, tact and discretion to sensitive situations, and a genuine enthusiasm for helping people mark life's milestones in memorable ways.

You'll also need or be willing to gain knowledge of relevant legislation, including registration and citizenship.

Why join us

At RBKC, we're all in – investing in our people, our communities and our future.

This is one of the most rewarding jobs you can do. You'll play a direct role in creating some of the happiest and most meaningful moments in people's lives – and you'll do it in some of London's most beautiful settings, from historic buildings to grand hotels and secret gardens.

We'll provide full training and ongoing professional development to help you excel, including updates on legislation and ceremonial best practice. You'll be part of a passionate, supportive team known for its professionalism, empathy and excellence.

As a registration officer, you'll receive a competitive salary and be able to develop valuable skills in public presentation, event management and customer service.

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About us

Kensington and Chelsea is home to diverse communities, thriving businesses and unique local places. Everything we do is focused on supporting our residents, strengthening our approach and creating a fairer borough.

As a competent and caring Council, we take pride in our work every day, ensuring our services are delivered with care and competence. We listen to our residents, act with integrity and work together to build a borough that is greener, safer and fairer for all.

This role perfectly captures our 'We're all in' spirit – getting stuck in, staying calm under pressure and delivering excellence in every setting. Whether you're leading a ceremony in front of hundreds or helping a family through an emotional moment, your dedication and professionalism ensure our residents always feel valued and cared for.

We reserve the right to extend or close this vacancy early without warning subject to the volume of suitable applicants.

We are committed to promoting equality and respecting diversity and welcome applications from all sections of the community.

We are a Disability Confident Employer – committed to ensuring that our recruitment and selection process is inclusive and accessible.