

Registration Officer - Births, Deaths and Marriages (Sessional)

Employer

Kensington and Chelsea Council

Location(s)

Chelsea Old Town Hall, King's Road,

Workplace Type

On-site Only

Contract Type

Casual (zero hour)

Working Hours

Casual

Grade/ Salary

£25 per hour weekdays, £36 per hour weekends

Hours Per Week

Casual, will suit those who can do weekends, weekdays or both.

Salary Basis

Hourly

Leave Entitlement

Holiday pay included in hourly rate

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 list of relevant experience to sarah.taylor@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 Sessional 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. From weddings to citizenship ceremonies, you'll help ensure every occasion is conducted with professionalism, accuracy and compassion.

Working Style:

You'll be based in the Borough on a casual 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 sessional role, you'll deliver and register ceremonies across Kensington and Chelsea, from intimate civil partnerships to large, elegant weddings in stunning venues. You'll be the calm, confident presence that ensures each event runs perfectly, handling every legal and ceremonial detail with care and precision.

Your duties will include preparing all documents for marriages and partnerships, and ensuring every ceremony is legally sound and beautifully delivered. You'll also lead non-statutory events such as naming ceremonies, vow renewals and citizenship ceremonies – moments that celebrate identity, love and belonging.

No two days will be the same. You'll move between register offices, 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, 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 sessional officer, you'll receive a competitive hourly rate and have the flexibility to fit work around your life, while developing valuable skills in public presentation, event management and customer service.

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.

Ready to join us?

We're all in – are you? If you share our values and have the skills to contribute, we'd love to hear from you.

Please email your expression of interest including your CV and list of relevant experience to sarah.taylor@rbkc.gov.uk.

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.