



Whitchurch Town Council

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Cemetery Administration Officer

Applications are invited for the post of Cemetery Administration Officer. This post is part-time for 7.5 hours per week, to be worked flexibly.

The Cemetery Administration Officer will be responsible for Cemetery Committee meetings, which includes preparing agendas, taking minutes, and compiling reports. Further duties include dealing with correspondence, liaising with cemetery contractors, funeral directors and booking in funerals.

The successful applicant should be computer literate, will ideally have previous experience of cemetery administration and the Local Authorities' Cemeteries Order 1977, as well as good communications skills.

The conditions of employment and remuneration are based upon the National Association of Local Council's salary recommendations. The salary range is SCP 15 pro-rata. Terms & Conditions of employment relate to the Green Book.

An application form, job description and further details can be obtained by contacting The Acting Town Clerk, Zoë Dean on 01948 665761 or by email to info@whitchurchcouncil.uk or downloaded from Whitchurch Town Council's website: www.whitchurchcouncil.uk.

Applications must be on the provided form, but extra pages can be used where required.

The deadline for completed applications is 12 noon on Friday 4th June 2021.

Interviews will take place week commencing 14th June 2021.

Whitchurch Town Council is an equal opportunities employer.