

Institute of Cemetery & Crematorium Management



Recruitment Notice - INTERNAL VACANCY

Deputy Chief Executive

Salary £44,086 + £4,500 Car Allowance + Mileage

The Institute is seeking to appoint a Deputy Chief Executive who will work with the Chief Executive up until his retirement, following which the successful applicant will automatically take over his role.

Applicants must be full ICCM members hold the Diploma and have previous experience of managing a cemetery and crematorium service. A detailed knowledge of legislation relating to burial, cremation, exhumation and health and safety is essential in order to oversee the management of the Institute and provide members with support and assistance. A sound understanding of all Institute initiatives and functions such as the Charter for the Bereaved, metals recycling scheme COTS, CTTS and the education service.

The role also requires attendance at meetings with government departments and other organisations, delivery of papers at internal and external events and formulating and delivering training courses, therefore good presentation skills are essential.

The Deputy Chief Executive will be responsible for coordinating the work of the technical officer and accredited consultants, including overseeing the production of the annual Learning Convention, Education Seminar and other events.

The post holder will also be registered as company secretary and will be required to make returns to Companies House for which training will be given.

The successful candidate will be based at home with travel to all parts of the UK being required to fulfil the function. Overnight stays away from home will be required with the associated costs being met by the Institute. The working week is one of 35 hours.

The post attracts a generous holiday entitlement and eligibility to join or transfer existing pension to the Nottinghamshire Local Government Pension Scheme.

All office and telephone equipment will be provided by the Institute.

Further information is contained in the job description and person specification, links to which are contained in the membership newsletter.

If you consider that you can fulfil the role of Deputy Chief Executive and subsequently step into the role of Chief Executive, please send your CV containing details of your employment history, reason for leaving each post and contact details for two references (one of which must be your current employer), **and** covering letter indicating that you are applying for the post of Deputy Chief Executive to:

Tim Morris, FICCM(Dip) at timiccm@btinternet.com

Marked Private & Confidential

Closing date for receipt of application is Monday 6th March 2017