

## **Institute of Cemetery & Crematorium Management**

### **Job Description**

#### **Deputy Chief Executive**

**Purpose of the job:** To assist the Chief Executive carry out the day to day management of the Institute and deputise in his absence.

**Work Location :** Home based office with travel to national office and all regions of the UK required to fulfil the requirements of the post.

**Report to:** Chief Executive

#### **Contacts :**

**Internal :** Chief Executive  
Directors  
Officers of the Institute  
Members of the Institute (Professional and Corporate)  
Company Solicitor

**External :** Burial and Cremation Authorities (Non – Corporate members)  
Training providers  
Training Partners (SLCC, RH Environmental, Civil Ceremonies)  
Project Partners (eg. Assettrac)  
City & Guilds NPTC  
Stratford Business School (and Pearson)  
Government Departments  
Media  
Other service related organisations  
Members of the Public

#### **KEY TASKS :**

##### **Assist the Chief Executive with:**

The day to day management of the Institute including the implementation of the management plan

The development of new training initiatives and national guidance for the Institute ensuring that all services are provided in a cost-effective manner

The preparation of policy document as requested

The management of the Charter for the Bereaved, CTTS, COTS, the Education service and Metals Recycling Scheme, including review and promotion

The Coordination of the Institute's responses to consultation documents and enquiries relating to technical issues

Representation at meetings with government departments and associated working groups, and other organisations including BRAMM, in the absence of the Chief Executive

Public relations activities on behalf of the Institute, including engagement with the media

The provision of advice to the Institute's Board of Directors on all matters of a policy or strategic nature

Maintaining the ICCM Website and newsletter service

## **SPECIFIC TASKS**

To manage all Institute staff in the performance of their duties

Oversee the organisation of the annual Learning Convention, Education Seminar and other events.

To act as tutor at training events

To respond to member and general enquiries, including media enquiries.

To give papers at conferences and events arranged by other organisations

Manage and oversee the Institute's Accredited Consultant's Scheme allocating projects to Accredited Consultants, liaising with clients and reporting on all projects to the Chief Executive

Undertake consultancy projects that are of benefit to Corporate members

To carry out such other duties as may from time to time be required by the Board of Directors

To advise and assist the Institute's Board of Directors

## **Person Specification**

### **ESSENTIAL**

10 years previous experience of managing a cemetery and crematorium service

Institute Diploma

Full Institute membership

Detailed knowledge of the law and technical/operational matters relating to burial, cremation and exhumation

Sound knowledge of health and safety legislation

Conversant with Microsoft Office

Ability to speak to large audiences

Knowledge of Institute initiatives and policies

Good communication and interpersonal skills

Able to work as part of a team and on own initiative

Methodical approach to problem solving

Full, current driving licence

## **DESIRABLE**

CTTS certificate

COTS certificate(s)

Ability to deliver training events and large meetings/seminars