

# Institute of Cemetery & Crematorium Management



## Recruitment Notice

### Technical Services and Journal Officer

**Salary £37,658 - £43,038**

Due to current vacancies and planned new initiatives the Institute seeks a Technical Services and Journal Officer.

As a Diploma holder the candidate will be involved in providing technical advice and guidance to Institute members and non-members via telephone and email. They may also be required to deliver training and consultancy as demand dictates. The candidate will also be responsible for developing the Journal to ensure it suits members' requirements, and for sourcing, collating, editing and desk-top publishing articles and advertisements. The candidate will have responsibility for compiling, editing and arranging publication of each quarterly Journal, ensuring that deadlines are met.

The Candidate will liaise with Institute Officers to ensure the smooth running of all Institute functions, and will assist with the implementation of the Institute's Management Plan. The Candidate will be expected to assist in the review process for all Institute initiatives, and the promotion and administration of Institute initiatives including the Charter for the Bereaved, COTS, CTTS, the Diploma and other training courses. The Candidate will assist with contributing to the Institute's website and social media accounts.

Applicants must be an ICCM Diploma holder and have a proven track record in the management of cemeteries and crematoria and a sound understanding of burial, cremation, exhumation and health and safety law. Experience in producing printed media is also essential. The provision of help and support to Professional members via telephone and email is a vital function of the Institute, as is the production of a quality quarterly journal containing informative and relevant articles.

The successful candidate will be based at home, but travel to all parts of the UK may be required to fulfil the function. Overnight stays away from home may be required with the associated costs and the cost of travel 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 your existing pension to the Nottinghamshire Local Government Pension Scheme.

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

Further details can be found in the job description and person specification, links to which are on the ICCM website at [www.iccm-uk.com](http://www.iccm-uk.com). For an informal discussion about the role please contact Julie Dunk, ICCM Chief Executive, on 07976 939585 or at [julie.dunk@iccm-uk.com](mailto:julie.dunk@iccm-uk.com).

If you consider that you can fulfil this role please email your CV containing details of your key skills, qualities, employment history, reason for leaving each post and contact details for two references (one of which must be your current employer), **and** a covering letter indicating why you are applying for the post of Technical Services and Journal Officer and how you meet the person specification, **and** a sample editorial of up to 1500 words on a current sector topic of your choice to:

Julie Dunk, ICCM Chief Executive, at [julie.dunk@iccm-uk.com](mailto:julie.dunk@iccm-uk.com) **marked Private & Confidential**

Closing date for receipt of applications is 16.00 on Friday 3<sup>rd</sup> May 2019. Late applications will not be accepted.