

## Job Description

**Post: ICCM Technical Services and Journal Officer**

**Purpose of the job:** To provide technical support and advice to ICCM members; to contribute to the ICCM website and social media accounts, and to develop, compile, desktop publish, edit and arrange for printing and distribution of the quarterly Journal of the Institute

**Office Base:** Home based, with travel around the UK as required

**Reports to:** Chief Executive

**Contacts:**

**Internal –** Chief Executive  
ICCM Officers  
Professional & Corporate ICCM Members  
Directors  
Company Solicitor

**External -** Printers  
Advertisers  
Authors of articles  
Press and other media  
Allied organisations  
Non-members  
Members of the public  
Suppliers

**Key Tasks**

Provide technical advice via telephone and email to ICCM members and non-members, and signpost to alternative officers as required

Initiate new initiatives for the Journal to enhance member benefits, including exploring new opportunities to maximise revenue through identifying potential savings and advertising initiatives

Collect copy and articles for publication in the Journal

Proof read prior to printing and publication in the Journal

Compile and edit quarterly Journal issues ensuring deadlines are met

In liaison with the Chief Executive, attend at opening of new crematoria, cemeteries, branch meetings, industry events etc. to obtain digital images and prepare report copy for the Journal

Receive, process and maximise applications from advertisers in the Journal

Compile quarterly spreadsheet of sums due from advertisers in the Journal and forward to Finance Manager for raising of invoices

Liaise with printers in respect of Journal print deadlines, quality control and costs

Prepare quarterly Journal editorial

Contribute to keeping the ICCM website and social media accounts up to date

Prepare committee and board reports when required

Compile statistics and produce reports as requested by the Chief Executive

Present papers at conferences, seminars and Branch meetings as required

Assist with the implementation of the ICCM Management Plan

Assist in the review process for all Institute initiatives

Assist with the promotion and administration of Institute initiatives including the Charter for the Bereaved, COTS, CTTS and Diploma courses

Assist with developing ICCM policies and member support

Liaise with all ICCM officers to ensure the smooth running of all Institute functions

Deliver training courses if required

Undertake consultancies if required

Any other duties commensurate with the post as directed by the Chief Executive

## Person Specification

**Post: ICCM Technical Services and Journal Officer**

### **ESSENTIAL:**

ICCM Diploma

Knowledge of legal, technical, health and safety and operational matters relating to burial, cremation, exhumation and public health funerals

Previous experience in the management of cemeteries and crematoria

Previous experience of producing printed media

Knowledge of Institute initiatives and policies

Knowledge of products and services suppliers to the bereavement profession

Good communication and interpersonal skills

Good presentation and public speaking skills

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

Able to manage own time to meet deadlines

Computer literate

Keen eye for detail and good design

Excellent standard of grammar, and ability to proof-read and correct documents

Full, current driving licence

### **DESIRABLE**

ICCM CTTS Certificate

ICCM COTS Certificate(s)

Experience of desk-top publishing software

Desk-top publishing qualification

Experience of delivering training

Experience of contributing to websites and social media sites