

Institute of Cemetery & Crematorium Management



Recruitment Notice - INTERNAL VACANCY

Technical & Member Services Officer

Salary £35,951 + £4,500 Car Allowance + Mileage

Due to increased demand and planned new initiatives the Institute seeks a Technical & Members Services Officer.

As a full Institute member and Diploma holder the candidate will be involved in developing and delivering training courses and educational packages, especially in respect of forthcoming legislative changes. Involvement in arranging and organising events and meetings designed to bring both members and non-members together will also be a key aspect of the post.

Applicants must 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. The provision of help and support to Professional members via telephone and email is a vital function of the Institute, as is the provision of input into projects on a consultancy basis for Corporate members.

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 details can be found in the job description and person specification, links to which are in the membership newsletter.

If you consider that you can fulfil this role 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 Technical Officer to:

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

Marked Private & Confidential

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