

HIGHGATE CEMETERY.



Job Title: Registrar
Contract Type: Permanent, Full time
Salary: £28,000 plus pension

Working at Britain's foremost historic cemetery, you'll manage all processes relating to the ownership of plots, the conduct of funerals and burials, and the commissioning, alteration and safety of memorials, liaising with families, funeral directors, masons, suppliers and our volunteers.

You will have a good understanding of cemetery management and burial law and administration, know how to deal compassionately with bereaved people and be proficient in IT. Outgoing and friendly, you have a natural authority and remain calm under pressure. In addition to formidable skills as a Registrar, you will relish working in a historic cemetery and be keen to learn more about it.

If you have flexibility and drive, enjoy working independently and as part of a team and love delivering exceptional service, we would especially like to hear from you.

How to apply

Visit highgatecemetery.org/news to read the job description and complete our online application form and upload a copy of your CV.

Closing date: 9am on Thursday 19 March 2020

Interviews: Monday 30 March 2020