



Job Title: Cemeteries Support Officer
Contract Type: Part time, 18.5 hours per week
Salary: £10,821 - £11,884 p.a. depending on experience
Reference: Ref: 832CD

In this interesting and varied position, you will be key to supporting the provision of a high-quality cemeteries service. Set in beautiful grounds with off road parking, the cemeteries office is within walking distance of the centre of Chertsey. The small team organise around 150 interments a year and your key responsibilities would be dealing with the administration and liaison involved in this. You will gather essential information from funeral directors, the public and the bereaved to be inputted into the cemeteries database and help the Cemeteries Manager, to whom you would report. You will also help with the running of the office including planning the weekly burial programme, preparing legal documentation, assisting with the purchase of supplies and helping oversee contractors, thereby providing exceptional services within the cemeteries. In the absence of the Cemeteries Manager you would also provide office cover.

This role is mainly office based, however you would attend interments at four of our cemeteries and visit other sites around the borough, you will therefore need to provide your own car, for which a mileage allowance is paid. You will need to be able to deal sensitively and effectively with the public in emotionally difficult circumstances, be well organised, able to maintain clear and accurate records and versatile enough to deliver on a wide range of time sensitive tasks.

This is a part time role of 18.5 hours a week and your working pattern would be agreed with the Cemeteries Manager prior to appointment. Runnymede Council provide flexible working and training is available for the specialist aspects of the job.

So, if you can demonstrate real empathy, are well organised, accurate and adaptable this could be the ideal job for you!

For an informal discussion about this position please contact Peter Winfield – Head of Green Space on 01932 425673.

Full information, including the Job Description, Person Specification and other details about Runnymede Borough Council, is available in the Extra Information attachment on the website. Please apply online at www.surreyjobs.info.

If you prefer not to apply online, please contact Human Resources on 01932 425514 or via email humanresources@runnymede.gov.uk

We welcome applications from all sections of the community. As we receive many applications, successful candidates will be contacted to attend for an interview. If you do not hear from us within two weeks of the closing date, regretfully you will not have been shortlisted on this occasion.

Closing date: Wednesday 18th March 2020 - Midnight

Interview date: Monday 30th March 2020