



Crematorium Manager
£37,849 - £40,760

At Portchester Crematorium, we pride ourselves on our customer service which is at the heart of everything we do. We are looking for an experienced and motivated person to join and lead the team at Portchester Crematorium.

You'll be responsible for all aspects of the operation, use and maintenance of Portchester Crematorium.

Showing compassion and empathy in your approach to your work, you'll be required to deliver the highest quality professional, efficient, and customer focused service, as well as being responsible for managing and motivating the team.

You'll ideally hold the ICCM Management Diploma, or be willing to work towards this, and have substantial experience of cremation procedures and practices, along with experience of leading a team.

You'll need a customer focused and non-judgmental approach with excellent communication, organisation and IT skills. Empathy, sensitivity, tact and diplomacy, to manage difficult situations is vital, along with a mature attitude. You must be flexible, thoroughly organised and have the ability to balance conflicting priorities.

Your working hours will be 08.30 – 17.00 Monday to Thursday and 08.30 – 16.30 on a Friday.

The gardens remain open to the public from dawn until dusk every day and you may need to assist on occasion with opening and closing the grounds. You'll also be on a rota as nominated contact for emergency alarm call out.

What can we offer you? A generous holiday entitlement, the cost of professional training where required, a great pension scheme and authorised parking. These are just a few of the benefits of working for Portchester Crematorium.

For an informal chat about this position please contact John Haskell (Clerk to the Portchester Crematorium Joint Committee – telephone 07711 284170).

To see the job description please visit www.fareham.gov.uk/jobs. To apply please send a CV and covering letter outlining why you are interested in and suitable for this position to hr@fareham.gov.uk.

Closing Date 12 December 2019 at 4.30pm

Interviews will be held on 8 and 9 January 2020

Portchester Crematorium is managed and operated by the Portchester Crematorium Joint Committee, representing the local authorities of Fareham, Gosport, Havant and Portsmouth