



Job title: Cemetery Manager – Wandsworth Cemeteries
Location: Putney Vale Cemetery, SW15 3DZ
Salary: ENS01 - £30,780 + weekend duty allowance
Hours: 40 hours per week

We are looking for a self-motivated, organised and enthusiastic individual to work in our Bereavement services team based at Putney Vale Cemetery and Crematorium.

Reporting to the Head of Bereavement, you will be responsible for the direct management of 1.5 FTE burial administration team and for providing support to both the crematorium and cemetery operational teams. You will be responsible for a range of administrative and operational duties including statutory functions, burials and the management of the cemeteries in the borough.

You will have experience in working in a similar environment and supervising a team within the sector. Experience of using computerised administration systems based on Microsoft packages with sound knowledge of database input is essential.

You will be dealing with the bereaved in often stressful circumstances; it is therefore essential that you have a high level of empathy and good communication and customer care skills.

You will need to hold a full, clean UK driver licence and own a car insured for business use.

For the job description, person specification and to apply visit

<http://enablelc.org/about-us/work-with-us/>

Closing date for applications: Sunday 4 October

If you do not hear from us within two weeks of the closing date, please presume your application was unsuccessful on this occasion.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

CVs are not accepted.