



Job Title: Crematorium & Cemeteries Manager
Contract Type: Permanent, Full time
Salary: Salary Scale: LC3 - SCP 37 – 41 per annum (£40,876 - £44,863 inclusive) (depending on experience and qualifications) Plus – Local Government Pension Scheme, Generous Relocation Package and Free Parking.

Huntingdon Town Council is offering an exciting and rare opportunity to work at a newly built, state of the art, Crematorium and Cemetery facility. The Manager will take on the day to day and strategic management of these new facilities, as well as influence all aspects of their organisation and operation from the very beginning.

The Town Council is therefore seeking an innovative, forward thinking and proactive Manager to develop the new facilities into a class leading and nationally recognised operation. This is a challenging, varied and unique opportunity within the bereavement sector, requiring a motivated, flexible and confident Manager with a highly developed empathy for all that the service entails.

A proven Manager with leadership skills, you will also drive the development of the key relationships required for the post with local Funeral Directors, Medical staff, links with the community, Clergy and national associations, as well as always reflecting the Council's values, culture and strategic ambitions.

Ensuring compliance with all legal requirements of managing such a service is of absolute importance, including all aspects of current GDPR and Privacy requirements, as is maintaining an up to date knowledge and awareness of all the latest innovations and trends within the industry. This will also include ensuring that training and qualifications are undertaken by both the Manager role and staff within the facilities in order to ensure legal compliance and that knowledge is always up to date.

Applicants must have suitable, extensive management experience and have or are, working within the bereavement sector. A track record of achievement and innovation, a commitment to public service and possession of sound communication and organisational skills must be demonstrated. A knowledge of Local Government law and procedures would be desirable. The post may require the occasional attendance at evening meetings and possibly at corporate, weekend events for which time off in lieu will be granted.

Huntingdon Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

A generous relocation package will be negotiated for the right candidate. This process is being managed by a third party acting for the Town Council. For an informal discussion and to access the Recruitment Pack then please call Mr Reg Williams on 07494 760535. Please note that all arrangements are subject to change due to Covid compliance guidelines.

- **The closing date for the receipt of applications is 12 Noon on Tuesday 20th October 2020.**
- **Formal interviews will take place at the Town Council offices on Wednesday 11th November.**
- **An informal reception will take place at the same venue on Thursday 12th November (am).**
- **It is hoped that the new Manager will commence their role on Thursday 17th December.**