



Environment Directorate

Job Title: Team Leader (Bereavement Services)
Salary: £38,890 - £43,857 per annum
Full time: 37 hours per week
Contract Type: Permanent
Quote ref: 0016788

Bedford Borough Council is searching for a qualified and experienced individual to lead its Bereavement Services team based at Norse Road Cemetery and Crematorium complex in Bedford. The role will require the successful candidate to be experienced in managing the day to day operations of this busy site which deals with approximately 1800 cremations and 300 burials every year. Experience in dealing with all aspects of Public Health funerals, closed churchyard inspections and headstone safety testing is required to ensure that the Council fulfils all of its statutory obligations.

You will be expected to support a team of officers with their day to day activities providing support, guidance and quality monitoring as required. They will be expected to represent the Council at meetings with individuals, funeral directors, other local authorities and faith group leaders and to support the Service Manager (Community Regulation) with service planning, performance and budget monitoring.

The role will include use of the Services Bacas record management system and the Council's Agresso finance system, experience in both systems is an advantage although not essential as training can be provided. The successful candidate will hold the ICCM Diploma in Cemetery and Crematorium Management and will have a demonstrable track record working in the bereavement services industry.

A relocation package and rental of Council owned accommodation may be available to the successful candidate subject to their individual circumstances.

For full job details visit www.bedford.gov.uk

Closing Date: 28th December 2020.