



Job Title: **Cemeteries Manager**

Contract Type: Permanent

Hours of work: Full-time

Salary: G8: £40,696 per annum

Base: Cutteslowe Park Offices

When people arrive at a cemetery, they expect to see close-cropped grass, tidy rows of markers, and well-maintained monuments. When clients are burying loved ones, they want to be assured the burial is in the proper place, with the appropriate headstone, and that the grave will be easy to find for future visits.

This sort of organisation doesn't happen without a significant amount of planning and effort. As our Cemeteries Manager you will have responsibility for creating these plans and working with your team to carry them out. In addition to your excellent organisational and management skills, you are going to need great people skills, to deal sympathetically with bereaved clients, and ensure a first class service across our four City cemeteries and eleven closed churchyards. You will also be responsible for providing cover for the Parks and Open Spaces Services Manager in their absence and supporting the wider Parks service.

The ideal candidate will already have experience of cemetery services and cemeteries management and will either have, or be working towards, the Certificate in Cemetery Management (ICCM).

If you have any queries about the role, please contact Laura Harlock on 07483010887.

To find out more about the job role please visit:

https://oxfccli.webitrent.com/oxfccli_webrecruitment/wrd/run/ETREC107GF.open?VACANCY_ID%3d237795B1hK%1BSESSION=1DDFC72846D411EC831DE3A5EDC1011D&WVID=6163606FrF&LANG=USA

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Application closing date: 05/12/2021