



BRAMM have a new exciting opportunity to become BRAMM Executive Officer. Please send your CV and covering letter to the Chairman at brentstevenson1956@gmail.com before Friday 29th April 2021. The initial interview will be held by zoom w/c 2nd May 2022

For more background information please visit the BRAMM website on www.bramm-uk.org

BRAMM EXECUTIVE OFFICER

The purpose of the role is to handle and develop day to day management of the BRAMM office achieving set targets, attend and contribute at Board meetings.

Job Title:	BRAMM Executive Officer
Reporting to:	Directly to the BRAMM Chair, and Board Members
Date:	May 2022
Pay:	£16.00 per hour, no entitlement to sick pay for the first three days of absence
Pension:	Government auto enrolment
Hours:	Monday to Friday, 10.00 am to 4:00 pm, with some flexibility, 25 hours per week
Holidays:	29 days per annum including bank holidays (variable mandatory days during Christmas and New Year period)
Location:	Based at home
Transport:	A car and clean driving licence is essential, while representing BRAMM – mileage paid at the appropriate rate or public transport, if possible, to support the environment.

A review of the current working practices and succession planning has been conducted to enable BRAMM to continue to develop and successfully operate in the longer term. The review findings have identified a need to restructure BRAMM administration and management and the Board is asked to consider the appointment of an Executive Officer. This new enhanced role will replace the current roles of BRAMM Administrator and BRAMM Development Officer.

This new role will provide a comprehensive high-level and professional administration service to BRAMM as well as the effective management of the BRAMM training and assessment programs, publications, and database.

Responsibilities will include:

- Maintenance of database, ensuring all information is up to date, sending reminders to Masons when CPD, licences and insurances are nearing renewal dates. Identify potential improvements to the BRAMM database and work with IT providers to implement these. Act as Executive Officer to the Chair and Board, organising and attending meetings, both online and in person. Booking venues, refreshments etc. Producing agendas, minutes and reports and disseminating information to all Board members in good time prior to meetings.

Accounts.

Keep an accurate record of all income and expenditure. Create purchase orders and invoices when required. Monitor invoices against services provided and challenge any inaccuracies with providers. Enter all payments onto the online banking system and send emails to signatories for approval. Create financial reports for Board meetings, monthly bank reconciliations and year end accounts for audit. Identify potential improvements to the accounting and banking systems and work with the Board and IT providers to implement these. Monitor budgets and banking arrangements and bring any issues to the Board in a timely manner, arranging extraordinary meetings if necessary.

BRAMM Liaison Officer

Liaise with OCN to ensure continued direct claim status. Organise and attend two standardisation meetings of the assessors each year, preparing agendas, reports, and minutes. Book venues, refreshments etc. Oversee the implementation of the new BFL videoed assessments and paperless system, and send out the relevant multiple-choice questions to the candidates, and electronically record these on the BRAMM database. Working with the assessors, ensuring around 100 Support Visits throughout the year, approximately 20 Support Visits to be carried out by the Executive Officer themselves, within a 75-mile radius of their home. Create a programme of Support Visits for Burial Authorities. Oversee all Complaints and ensure they are completed in a timely fashion, also any issues that do not fall under the Complaints procedure are dealt with in a timely fashion. Also ensure that all BRAMM Companies complete the new H&S and Risk Assessment paperwork, and up to date versions appear on the BRAMM website. Also, to ensure the Public Liability Insurance Renewals are completed annually and the documents appear on the BRAMM website, with no Pending category.

BRAMM publications.

Act as Editor to BRAMM News by creatively writing articles, encouraging others to submit articles, edit and produce draft versions for printing. Organise the printing and distribution of BRAMM News, together with an email version sent every quarter. Keep up to date with emerging legislation and changes in the industry and ensure BRAMM News and the BRAMM Blue Book reflect these. Facilitate an annual review of the BRAMM Blue Book and the Best Guidance section to be developed, to include BRAMM Best Practice Cemetery Regulations and Cemetery Application Forms. Create and publish an annual BRAMM Advertising Supplement to be posted with each quarterly BRAMM NEWS, raising additional income.

Promotion of BRAMM.

Actively seek opportunities to promote BRAMM to Memorial Masons and Burial Authorities. Attend all industry events representing BRAMM and promote the benefits of registration, especially at SLCC, FBCA and ICCM conferences using a generic BRAMM Promotion agreed with the Board and using the BRAMM Films. Visit Burial Authorities in person, outline benefits, and encourage registration with BRAMM. Liaise with MAB to organise and execute the annual BRAMM Design Competition.

Administration.

The post holder will be expected to take responsibility and think independently, respond to sudden, unexpected demands, and use autonomous judgment and initiative to provide day-to-day support for BRAMM stakeholders. Take ownership and manage all correspondence received, using initiative to respond in the most appropriate way. It is envisaged that the new BRAMM Executive Officer will need technical support initially, but will be expected to build a library of FAQ's so relying less on others as experience is gained. The BRAMM Executive Officer will manage a budget to acquire advice and experience as required. Undertake monthly progress meetings, by zoom, with the BRAMM Chair, and be ultimately responsible to the BRAMM Board.

Acting as first point of contact for BRAMM, the Executive Officer will need exceptional interpersonal and organisational skills with a high degree of sensitivity and experience of working in, or with, burial authorities or bereavement services.

The BRAMM Executive Officer will be a positive and supportive leader in growing BRAMM, identifying opportunities, and working with the Board to diversify and develop new services to support emerging trends within the Memorial Mason and Burial Authorities industries.

The ideal candidate will have a minimum 5 years' experience working within the bereavement industry, such as a Memorial Mason's company or a Burial Authority.

It would be beneficial, but not a requirement, to have Certificate in Education and Training – so qualified to teach post 16.

Targets

- Increase BRAMM Register Companies from 500 to 600 by end of year 2024.
- Increase BRAMM Fixers from 800 to 1000 by end of year 2024.
- Increase BRAMM registered Burial Authorities to 300 by end of year 2024.