

WARE TOWN COUNCIL

JOB DESCRIPTION

POST:	Administration Officer
RESPONSIBLE TO:	Finance & Administration Manager
SALARY:	Pay Scale 14 – 17 (£23,080 - £24,491) Pro Rata
HOURS :	Part time 25 hours per week

MAIN OBJECTIVES

- To be responsible for the administration of the Cemetery
 - To be responsible for the administration of the Town Council's allotment sites
 - To provide assistance with some administration work in a busy office
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MAIN DUTIES AND RESPONSIBILITIES

Cemetery

- To deal with the booking of burials
- To ensure that all burial registers are kept up to date
- To keep up to date with Cemetery legislation and best practice
- To undertake site inspections, with recommendations for improvements
- To represent Ware Town Council with external groups
- To liaise with Funeral Directors, Stonemasons, Ministers and others as appropriate
- To liaise with members of the public in a tactful and understanding manner
- To deal with applications for headstones and inscriptions
- To ensure that all new headstones are fixed in accordance with National Association of Memorial Masons guidelines
- To liaise with the Facilities Supervisor regarding burials, memorials and graves
- To administer the Transfer of Burial rights procedure
- To enter cemetery records on Edge Epitaph
- To assist with the raising of invoices relating to the cemetery
- To deal with all cemetery enquiries including search requests
- To deal with applications for memorial benches and memorial trees

Allotments

- To undertake the administration of new allotment plot tenants
- To maintain the allotment sites waiting lists
- To provide administration support for the allotment liaison group
- To deal with administration related to uncultivated plots
- To liaise with the Town Clerk over the management of the Allotment sites
- To liaise with members of WAGS when necessary
- To undertake site inspections with recommendations for improvements
- To keep up to date records of allotment plot holders
- To keep up to date with allotment legislation
- To enter allotment records on Edge Allotments and ensure they are up to date
- To ensure the Allotment groups on Outlook are kept up to date
- To ensure that all rents are paid annually by allotment holders
- To answer all queries from members of the public about allotments
- To organise the annual allotment competition

Enquiries

To deal with general enquiries from members of the public

In Addition:

Undertake such duties as may be required by the Town Clerk and Finance and Administration Manager which are reasonably consistent with the duties, grading and character of the post.

Closing Date : 31st May 2022

Interview Dates : Week commencing 6th June 2022