

**Portsmouth City
Council**



Job Title: Cemetery Manager

Contract Type: Full Time, Permanent

Salary: Grade £36,370 - £40,578 Per Annum

Location : Milton Cemetery Office

Closing date : 17 July 2022

Contact : To find out more and apply, visit

<https://careers.portsmouth.gov.uk/vfjobs/cemetery-manager-jun20225205/>

At Portsmouth City Council we're all about developing our staff, because we want to build a bigger and better city but we need the best employees to do so.

With a little over 207,000 residents and 7,000 businesses throughout this city, this unitary authority's main goal is to ensure the best care and development of all those within the city. From customer service to Multi-million pound projects, our residents are at the heart of everything we do.

The Service

The city council currently owns and operates three cemeteries within the city of Portsmouth. These are Milton Cemetery, Kingston Cemetery and Highland Road Cemetery.

Our vision for bereavement services in Portsmouth is to ensure the provision of a smoothly-run, high quality service which conforms in all respects with current statutes, local authority regulations and Institute of Cemetery and Crematoria guidelines and meets the requirements of our diverse community. Whilst also ensuring that the significant green spaces in our cemeteries are well-maintained, attractive and accessible to residents as places of reflection, learning and recreation.

Your New Role

Working within a small team you will be responsible for the strategic management and daily operations of the city's cemeteries service.

This will include ensuring statutory compliance, financial and budgetary management, working with the grounds maintenance team as well as managing the infrastructure, buildings and staffing associated with all cemeteries.

You will be required to manage and implement the action plan identified in the city's draft cemetery strategy. You will also be required to attend funeral services carried out within the city cemeteries ensuring the smooth running of the service

What you'll need to succeed

You will have extensive experience of working in a cemetery environment along with good working knowledge of cemetery procedures, practices and related legislation. You will have the Institute of Cemetery and Crematoria Management Certificate in Cemetery Management or be working to obtain it within two years.