



**Job Title: Temporary Cemetery Clerk**  
**Contract Type: (6-month appointment)**  
**Salary: Salary Scale: LC3 SCP 32 - £18.90 per hour**

Wimborne Minster Town Council is seeking to appoint a dynamic, forward thinking, and proactive Cemetery Clerk to support the Wimborne Cemetery Joint Management Committee achieve their aims and aspirations of delivering an effective cemetery service as a burial authority.

The role holder will be responsible for the proper management, regulation, and control of the cemetery site and will require a wide range of administrative and finance tasks and day to day management of the site in terms of grounds, buildings and staff, on behalf of the Joint Management Committee.

Experience of burial management is essential, knowledge of relevant guidance and attendance at occasional evening meetings will also be required.

For an informal discussion about this role and a recruitment pack please contact Louise Harrison by email at [louise.harrison@wimborne.gov.uk](mailto:louise.harrison@wimborne.gov.uk) or call 01202 881655.

The closing date for applications is 12 noon on Monday 25 July 2022.

Formal interviews will take place Wednesday 27 July 2022.

Wimborne Minster Town Council is committed to equality of opportunity and actively welcomes applications from all sections of the community.