

**Portsmouth City Council**



**Job Title: Assistant Cemetery Manager**  
**Contract Type: Full Time, Permanent**  
**Salary: £25,927 - £30,095 Per Annum**  
**Location: Milton Cemetery Office, Portsmouth**

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 assist the manager in the day-to-day provision of an efficient and responsive burial service that ensures the beliefs and customs of the deceased and the bereaved are treated with due respect and understanding. To ensure all local and statute laws, regulations and nationally recognised Codes of Practice are upheld.

The successful applicant will assist with the management of the cemeteries and staff in order to deliver a compassionate service to the bereaved. You will be required to attend funeral services carried out within the city cemeteries ensuring the smooth running of the service.

When not engaged in funeral services you will support the Cemeteries Manager and assist with the necessary administrative tasks in the cemeteries office. Depending on existing qualifications and experience (or as they are obtained) duties will expand to a more active role in supporting the Cemeteries Manager in a variety of areas.

### What you'll need to succeed

You will ideally have experience of working in a cemetery environment with a good working knowledge of cemetery procedures and related legislation but this is not essential. You will

have an Institute of Cemetery and Crematoria Management Certificate in Cemetery Management or be willing to obtain it within three years of starting employment.

You will have excellent communication skills with the ability to deal with the sensitive needs of bereaved relatives/ friends together with an appreciation and respect for confidentiality. You will have the ability to converse at ease with customers and provide advice in accurate spoken English.

You will have strong literary and numeracy skills to enable you to respond to written correspondence and ensure the correct collection of monies and receipting. You will also have good IT skills and be familiar with Microsoft Office.

You will be a good team player who is able to prioritise your workload within deadlines and have the ability to react quickly and decisively as necessary to situations as they arise at funeral services. You will have excellent attention to detail and be able to work to set processes and procedures along with the ability to solve problems using your own initiative.

What you'll get in return

As well as highly competitive pay you'll receive all the benefits of working within a local authority organisation, including flexible working hours, extensive wellbeing support through the Employee Assistance Programme and a fantastic pension which allows you the opportunity to pay in more for that greater return. We wish to support all our staffs development throughout, if that's progression planning or involvement within the on the job apprenticeship scheme we will work together to drive your career. For those with families we have child care benefits as well as discounts with local businesses which can be enjoyed by all.

What next

For more information and to apply, please visit

<https://careers.portsmouth.gov.uk/vfjobs/assistant-cemetery-manager-aug20227403/>