

<b>Job Title:</b>	Bereavement Services Manager
<b>Department:</b>	Communities
<b>Location:</b>	Colchester Crematorium/Home working
<b>Salary Range:</b>	£42,175 - £47,771 per annum
<b>Contract status/type:</b>	Permanent
<b>Working hours:</b>	37 hours per week
<b>Closing date:</b>	8 March 2023
<b>Interview date:</b>	23 March 2023

Colchester City Council is pleased to offer an interesting and fulfilling opportunity for an experienced, motivated and energetic Bereavement Services Manager to lead our Bereavement Services team, based at Colchester Crematorium. The role involves the management of the busy crematorium, the beautiful 70-acre cemetery and the provision of Public Health Act funerals.

Applicants should have an extensive knowledge of cemetery and crematorium processes and the law, should have achieved the ICCM Diploma and should be able to demonstrate good knowledge of the Charter for the Bereaved. Management of the complex budget to reach the required income targets whilst maintaining excellent levels of customer service, is key, so we will be expecting applicants to have good experience of setting and managing budgets.

This role carries Health & Safety responsibility for all aspects of Bereavement Services activities, so experience of managing Health & Safety in a crematorium or cemetery is expected and the IOSH qualification would be welcome. Experience of managing memorial stability programmes would be an advantage, and experience of using the full functionality of a specialist bereavement services admin system, such as Epilog, BACAS or Epitaph, is vital. Projects of every size and value are part of this role, so experience of successfully managing projects is important.

Colchester City Council encourages all employees to maximise their potential. You will be entitled to join an attractive pension scheme and will receive a generous annual leave entitlement, including two extra company holidays during the Christmas period.

Other benefits include:

- Flexible working
  - Gym, travel and online retail discounts
  - Excellent training, development and progression opportunities
  - A criteria based re-location package
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For an informal chat about this exciting role please contact Penny Stynes via email, and we can swiftly arrange a Teams call. [penny.stynes@colchester.gov.uk](mailto:penny.stynes@colchester.gov.uk)

To complete an application form, and to find out more about working for Colchester City Council, please visit our website - [www.colchester.gov.uk/jobs](http://www.colchester.gov.uk/jobs).

**Applications will not be accepted after midnight on the closing date.**

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