

Job Vacancy



The Royal Parks

Cemetery Services and Business Development Manager, Brompton Cemetery

The Organisation

The Royal Parks (TRP) is a charity created in March 2017. We manage over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are Hyde Park, Kensington Gardens, The Green Park, St James's Park, The Regent's Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park.

We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our eight Royal Parks and other iconic green spaces are among the most visited attractions in the UK with 77 million visits every year.

Brompton Cemetery is the last resting place for over 200,000 people. Grade I listed, it is a tranquil oasis that teems with wildlife amongst spectacular memorials, gothic monuments and stately lime trees. Many familiar names lay at peace here, such as suffragette leader Emmeline Pankhurst and pioneering Doctor John Snow, alongside artists and adventurers, sportspeople and socialites.

Although traditionally a famous Victorian cemetery, in recent years Brompton has become a working cemetery again with new burials taking place. To aid visits to see the gracious architecture, wildlife and, of course, loved ones who are interred here, there is a café and information centre on the grounds.

We are now looking for a Cemetery Services and Business Development Manager to join our team at Brompton Cemetery on a full-time, permanent basis.

The Benefits

- Salary of £42,201 - £49,953 per annum, depending on experience
- 26 days' annual leave plus public holidays, increasing to 29 days after 3 years' service
- Pension scheme (3% employee contribution; up to 10% employer contribution)
- Hybrid/agile working options
- Private medical insurance and healthcare cash plan
- Employee assistance programme and access to mental health first aiders
- Learning and development opportunities
- Cycle to work scheme
- Offices in a beautiful location

This is a unique opportunity for a historic buildings, heritage, landscape or cemetery management professional to make a real impact with our well-known organisation.

You'll be at the epicentre of one of London's historic cemeteries, leading the way in preserving its rich legacy and contributing to the ongoing enhancement of this Grade I listed site.

So, if you'd like to spend your days working amongst historic monuments, beautiful flower-rich meadows and a haven for wildlife, we want to hear from you!

The Role

As our Cemetery Services and Business Development Manager, you will lead, manage, improve and develop new and existing cemetery activities at Brompton Cemetery.

Leading all funerary-related business and overseeing and supervising the work of the Cemetery Supervisor and funerary team, you will ensure the highest standards of professionalism are always applied to our customers.

You will also create and deliver new opportunities around the funerary business, as well as crafting strategies to implement new income-generating ideas and opportunities from non-funerary events and activities.

Additionally, you will:

- Oversee the work of the Friends of Brompton Cemetery organisation
- Liaise with funeral directors, undertakers, customers and family members
- Monitor, support and liaise with cemetery contractors and concessionaires
- Support the preparation and management of cemetery operational budgets
- Assist with the management and administration of small events, filming and photography requests

About You

To be considered as our Cemetery Services and Business Development Manager, you will need:

- Experience managing sites within the historic, heritage, landscape or cemeteries sector
- Experience dealing with and resolving enquiries and issues
- Knowledge of industry best practice, health & safety and legislation in relation to cemeteries and funerary services
- Excellent interpersonal and communication skills
- Excellent time management and organisational skills

Please note, it is expected that within six to nine months, you will be required to participate in a 1 in 4 on-call rota, for which an additional on-call allowance of £3,256 will be paid.

Residential accommodation is available at the South Lodge in the cemetery.

Other organisations may call this role Cemetery Services Manager, Cemetery Manager, Cemetery Project Manager, Heritage Site Manager, Historic Site Manager, or Historic Site Project Manager.

We want to put everyone in the best possible position to succeed and use Recite-me accessibility software. At the top of the application page, there is an "Accessibility Tools" button which you can use to complete the application form in a way that works for you. If you think that you may need more support to complete our application process, please do get in touch.

The Royal Parks is strongly committed to creating a diverse and inclusive workplace and is an equal opportunities employer. We value diversity and encourage applications from candidates from all backgrounds. We believe that the more inclusive we are, the better our work will be. Please [click here](#) to find out more on our approach to Equality, Diversity and Inclusion.

So, if you are interested in this unique opportunity as a Cemetery Services and Business Development Manager, please find out more, including how to apply, by [clicking here](#). Successful candidates will be appointed on merit. Closing date for applications is 29th January 2024.