

Cemeteries & Bereavement Services Team Leader, Full Time, Permanent

Reference:	MDC001843
Salary:	Grade G - £33,630 – £38,211 per annum
Hours:	37 hours per week
Location:	Maldon District Council, Princes Road, Maldon, Essex CM9 5DL
Closing Date:	16 November 2024

Description

Cemeteries lay at the heart of our community, providing an essential service at the time of burial but holding a lifelong connection to loved ones too.

At the heart of this service, we want to assist our residents throughout the entirety of their bereavement journey, we are therefore seeking a dynamic and focused individual to join us as a part of the Countryside & Coast Team, focusing on the delivery and coordination of all aspects of the cemetery and bereavement services within the district

You will strive to work to an excellent standard and encouraged to seek efficiencies within the service as well identifying opportunities for the future development of the service.

About this role

As the Cemeteries & Bereavement Services Team Leader, you will be expected to:

- Be the accountable officer for the delivery of all areas of work within the cemeteries and bereavement service including:
- To deliver a year round efficient & effective maintenance programme across all sites
- Manage Memorial safety inspection programme.
- Maximise the use of land to ensure best use of assets, explore potential cemetery extension opportunities.
- Management of all income and expenditure for cemetery and bereavement services
- Carry out annual benchmarking of fees & charges with recommendations made to committee.
- Identify savings and efficiencies within service.
- Develop an on-line presence with guidance and information available for the public.
- Develop and deliver a district wide memorial Scheme – to be responsible for all memorialisation within the District, including benches, plaques and tributes inside and outside of the cemetery service.
- Recognise potential revenue sources such as Columbaria, Burial mound, Online records.
- Work towards Awards and recognition e.g., Green Flag, Cemetery of the Year, Natural Burial Award Scheme, Commonwealth Grave
- Organise own working methods within guidelines to ensure safe working and adherence with health and safety procedures and instruction.
- To provide supervision, direction and guidance to both staff and volunteers, as well as contract management in the delivery of services within the grounds maintenance and burial functions of the Cemeteries and Closed Churchyard sites.
- Assist in introducing a Cemetery Management Solution to centralise all data records.
- Undertake occasional early morning/late evening, weekend and bank holiday duties and to provide out of hours cover for events and civil emergencies.

We are particularly seeking applicants who have experience of working within a Cemetery service environment and dealing with members of the public in an appropriate manner.

In order to carry out this role, you will need to hold a full driving licence and qualifications/experience as listed within the Job Description.

For an informal discussion about this position

For more information please read and download the **Job Description** or for an informal chat about the role contact Daren Spring on 01621 732839.

To apply

Complete the application form online. **CVs will not be accepted.**

In addition to a competitive salary you will be entitled to participate in the Local Government Pension Scheme, cycle to work scheme, salary sacrifice car lease scheme and will benefit from free parking. You can also be entitled to discounted local gym membership and payment of one annual professional fee (if applicable). You will also have access to a range of work/life balance policies.

As part of any recruitment process, the Council collects and processes personal data relating to job applicants. The Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For more information please see the Council's Privacy Notice to understand your rights.

Maldon District Council is committed to safeguarding and promoting the welfare of vulnerable groups including children, young people and adults and expects all staff and volunteers to share this commitment. Disclosure and Barring checks will be undertaken according to the responsibilities of the role.

We welcome applications from people of all backgrounds, culture and experience. Applicants will be considered regardless of race, sex, disability or marital status.