



Cemetery Supervisor

Brompton Cemetery, London

About us

The Royal Parks (TRP) is a charity managing over 5,000 acres of parkland, rare habitats, historic buildings, and monuments across eight Royal Parks in London, including Hyde Park, Kensington Gardens, and Richmond Park.

Additionally, we manage other important spaces, such as Brompton Cemetery, one of London's historic Magnificent Seven cemeteries and still a working cemetery. Our mission is to preserve these spaces for millions of visitors every year.

We are now looking for a Cemetery Supervisor to join us on a full-time, permanent basis, working 36 hours per week. Due to the nature of the role, the post holder will be required to be on-site five days per week.

The Benefits

- Salary of £34,000 - £39,000 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 compassionate and organised individual to join our historic cemetery operation, supporting families in their time of need.

With access to ongoing training and a supportive team, you'll have the chance to develop valuable experience and advance your skills in both customer service and cemetery management.

So, if you want to help ensure Brompton Cemetery remains a place of beauty, peace, and respect for all who visit and for future generations, then apply today.

The Role

As a Cemetery Supervisor, you will manage day-to-day funerary operations at Brompton Cemetery.

In this varied and sensitive role, you will act as the primary point of contact for funeral directors, clients, and members of the public seeking information on funerary services, grave sales, and memorial works.

Managing financial transactions, maintaining records, and supervising contractors are key aspects of this role, ensuring that all practical funerary operations and administrative functions are completed to the highest standards.

Additionally, you will:

- Oversee and instruct the on-site team of gravediggers and memorial technicians
- Administer memorial applications and manage the installation of memorials
- Conduct daily inspections of the cemetery, ensuring health, safety, and environmental standards are maintained
- Assist in the production of reports on funerary service performance
- Support cemetery events as needed

About You

To be considered as a Cemetery Supervisor, you will need:

- Experience in the funerary sector or a related field, providing excellent customer care in sensitive situations
- Experience overseeing manual staff in a cemetery or similar environment
- Knowledge of health and safety principles and responsibilities relevant to a cemetery setting
- Strong organisational skills with the ability to manage a diverse workload
- Excellent communication skills to interact sensitively and professionally with clients, families, and other stakeholders
- Proficiency in IT, including Microsoft Office

Other organisations may call this role Cemetery Operations Supervisor, Cemetery Services Co-ordinator, or Memorial Services Supervisor.

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.

So, if you are interested in this unique opportunity as Cemetery Supervisor, please apply via the button shown. Successful candidates will be appointed on merit.

URL for applications: <https://www.jobtrain.co.uk/theroyalparks/Job/JobDetail?JobId=581&source=ICCM>

Reference code: NSAAA0611/CC

Closing date: 25/11/2024