

Recruitment Notice

ICCM Technical Services Officer

Salary £43,242 - £49,318

Due to current vacancies and planned new initiatives, an exciting opportunity to join the ICCM Officer team as a Technical Services Officer has arisen.

The Technical Services Officer will be involved in providing technical advice and guidance to Institute members and non-members via telephone and email. They will also be required to formulate and deliver training; identify opportunities for and undertake consultancy work, and take the lead on specific projects in agreement with the ICCM Chief Executive.

The Technical Services Officer will liaise with Institute Officers to ensure the smooth running of all Institute functions, and will assist with the implementation of the Institute's Management Plan. The Technical Services Officer will be expected to assist in the review process for all Institute initiatives, and the promotion and administration of Institute initiatives including the Charter for the Bereaved, COTS, CTTS, the Diploma and other training courses. The Technical Services Officer will assist with contributing to the Institute's website, Journal, e-newsletters and social media accounts.

Applicants must be an ICCM Diploma holder and must also hold the ICCM CTTS qualification, and have a proven track record in the management of cemeteries and crematoria and a sound understanding of burial, cremation, exhumation and health and safety law. The provision of help and support to Professional and Corporate members via telephone and email is a vital function of the Institute.

The successful candidate will be based at home, but travel to all parts of the UK will be required to fulfil the function. Overnight stays away from home may be required with the associated costs and the cost of travel being met by the Institute. The working week is one of 35 hours, and a flexi-time system is in operation. The post attracts a generous holiday entitlement and eligibility to join or transfer your existing pension to the Nottinghamshire Local Government Pension Scheme.

All office and telephone equipment will be provided by the Institute.

Further details can be found in the job description and person specification, links to which are on the ICCM website at www.iccm-uk.com. For an informal discussion about the role please contact Mathew Crawley, ICCM Deputy Chief Executive, on 07581 006035 or at mathew.crawley@iccm-uk.com.

If you consider that you can fulfil this role, please email your CV containing details of your key skills, qualities, employment history, reason for leaving each post and contact details for two references (one of which must be your current employer), **and** a covering letter indicating why you are applying for the post of Technical Services Officer and how you meet the person specification.

Julie Dunk, ICCM Chief Executive, at julie.dunk@iccm-uk.com **marked Private & Confidential**

Closing date for receipt of applications is 16.00 on Friday 14th March 2025. Late applications will not be accepted.