

Borough Council of  
**King's Lynn &  
West Norfolk**



**Job Title:** Crematorium & Cemetery Assistant Manager

**Starting salary between £32,872 and £38,964 per annum**

**Closing date:** 6 March 2025.

**Based at :** Mintlyn Crematorium, King's Lynn

If you have experience working with the bereaved, ideally in crematoriums and cemeteries at a management level with excellent interpersonal skills, including to be confident, calm, and able to show empathy and compassion; then following retirement from the role, we have a rare opportunity for you to join and lead our team at Mintlyn Crematorium.

You will support the Manager to deliver bereavement services for the Council and to ensure that the facility provides the highest levels of customer service and support for bereaved families in a dignified and respectful manner. You will ideally have management experience and versatility to work across several roles on site as necessary.

You will be a “hands-on” member of the team, working in any part of the service area to ensure delivery of our service. Qualified to cremate or be willing to attain the qualification, you will hold or being willing to work towards the ICCM Diploma. You will be able to support constructive relationships with all stakeholders and be open to change and organisational transformation. You must have a full driving license and access to a vehicle to travel to sites around the Borough.

If you would like to join our team, we would love to see your application. In return we can offer you a competitive salary, performance related pay, generous annual leave with 24 days personal leave, 4 general days and 8 bank holidays, local government pension scheme, employee benefits scheme and excellent learning and development. In addition, if you need to relocate to our borough for this role, we can also offer you a relocation package of up to £8k.

This appointment is subject to a satisfactory enhanced criminal record check through the Disclosure and Barring Service.

**Apply online at [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk) where you can also read the full job details.**