

Job Description

Post: Cemetery Operatives Training Scheme (COTS) Officer

Purpose of Role: To deliver all COTS courses at sites around the UK and combine with other officers to develop and accredit existing and new courses.

Based: Home based with travel to all parts of the UK as required to fulfil post requirements.

Reporting to: COTS Manager, Chief Executive

Contacts:

Internal:

- Chief Executive
- COTS Manager
- ICCM Officers
- Directors
- Professional & Corporate ICCM Members
- Approved Consultants
- Marketing Team
- Company Solicitor

External:

- Allied Organisations
- Burial and Cremation Authorities and Employees (both ICCM and Non-ICCM Members)
- Members of the Public
- Training Providers
- Suppliers
- Press and Other Media
- Training Accreditation Providers

Key Tasks:

Provide quotations for clients in accordance with their requirements and in a timely fashion.

Manage the programming of courses and COTS diary.

Advise Administration Officer/Finance & IT Manager of invoices to be raised for services provided.

Advise the Administration Officer of bookings for inclusion on the movements sheet.

Ensure that all candidate enrolment information is relayed to the Administration Officer for City & Guilds registration.

Ensure that all completed assessment documentation is safely delivered to the Administration Officer for City & Guilds results registration.

Assist the COTS Manager and Chief Executive with City & Guilds audits.

Prepare reports for the Chief Executive.

Assist candidates of all abilities and apply reasonable adjustments where appropriate.

Act as instructor / assessor at COTS courses and other training sessions at client's sites.

Assist with the development and accreditation of new and existing courses.

Ensure that the COTS vehicle is maintained in a safe working condition.

Maintain all shoring and other equipment in a safe working condition and arrange repairs/replacement where necessary in accordance with internal health and safety requirements.

Attend at meetings at various locations throughout the UK.

Assist in the review process for COTS and other training initiatives.

Assist with the promotion of COTS.

Liaise with all other officers to ensure the smooth running of COTS and other Institute initiatives.

Carry out such additional duties as may be required from time to time by the Chief Executive.

Person Specification

Post: Cemetery Operatives Training Scheme (COTS) Officer

Essential Criteria:

Experience of delivering practical training courses for operatives.

Understanding of educational processes.

Full understanding of the burial process.

Full understanding of health and safety legislation.

Good communication and interpersonal skills.

Flexible approach.

Able to work as part of a team and on own initiative.

Able to manage own time to meet deadlines

Knowledge of products and service suppliers to the bereavement profession

Methodical approach to problem solving.

Full, current driving licence.

Knowledge of Institute initiatives and policies.

Computer literate.

Desirable Criteria:

City & Guilds 7407 Teaching Certificate or equivalent

City & Guilds Level 3 (or higher) in training land-based skills

City & Guilds Level 3 (or higher) in assessment of land-based skills

First Aid at Work certificate

SMSTS Certificate

IOSH and/or NEBOSH qualification

COTS 1 (All units)

COTS 2a/b 360° & 180° (or NPROS/CPCS)