

Vacancy for Cemetery Clerk for Haxby and Wigginton Cemetery

Contract type: Permanent. Part time for 7 to 15 hours per week

Salary: NJC SCP 13 (£24,948) – SCP28 (£34,723) pro rata

Location: Haxby Town Council Office

Haxby and Wigginton Cemetery is a joint cemetery of Haxby Town Council and Wigginton Parish Council, to the north of the City of York. The cemetery is managed by a Cemetery Committee consisting of four councillors of each council. The Cemetery Committee is seeking to appoint a dynamic, forward thinking and proactive Cemetery Clerk to support the Haxby and Wigginton Cemetery Committee to achieve their aims and aspirations of delivering an effective cemetery service as a burial authority.

Our vision for bereavement services in Haxby and Wigginton is to ensure the provision of a smoothly-run, high quality service which conforms in all respects with current statutes, local authority regulations and Institute of Cemetery and Crematoria guidelines and meets the requirements of our community. In addition, the green spaces in our cemetery should be well-maintained, attractive and accessible to the bereaved and residents.

#### Your New Role

Working with the Chairman of the Joint Cemetery Committee, the Clerk of Haxby Town Council and the Clerk of Wigginton Parish Council, you will be responsible for the day-to-day provision of an efficient and responsive burial service. The successful applicant will be required to attend funeral services carried out within the cemetery ensuring the smooth running of the service.

You will be responsible for the proper management, regulation, and control of the cemetery and will carry out a wide range of administrative and finance tasks including overseeing the maintenance of the grounds, buildings and contractors.

#### What you'll need to succeed

Experience of working in a cemetery environment with a good working knowledge of cemetery procedures and legislation is an advantage but not essential. Training in all aspects of cemetery administration will be provided. You are willing to obtain the Institute of Cemetery and Crematoria Management Certificate in Cemetery Management within three years of starting employment. You will have excellent communication skills with the ability to deal with the sensitive needs of bereaved relatives with respect for confidentiality.

You will have strong literary and numeracy skills to enable you to respond to written correspondence and carry out invoicing and accounts. You will also have good IT skills and be familiar with Microsoft Office.

You will be a good team player who is able to work at your own initiative to prioritise your workload within deadlines.

As well as competitive pay you'll receive all the benefits of working within a local council organisation, including flexible working hours and a pension.

For more information and to apply, please visit <https://www.haxbytowncouncil.gov.uk/>

To discuss the role informally, please contact:

Ruth Pearson on 07748 798 316 or [cllr.rpearson@haxbytowncouncil.gov.uk](mailto:cllr.rpearson@haxbytowncouncil.gov.uk)