

ELLESMORE TOWN COUNCIL

CEMETERY WORKING GROUP

Job Description

Post Title:	Cemetery Co-ordinator
Grade:	Spinal column point 15 of the Local Council Clerks salary scales (£6,994.00 a year pro rata)
Hours:	10 Hours a week.
Responsible to:	Ellesmere Town Council and Ellesmere Rural Parish Council.
Job Purpose:	<ol style="list-style-type: none">1. Effectively manage Ellesmere Cemetery, Swan Hill, according to legislation, all regulations pertaining and best practice.2. Ensure the accurate mapping of the Cemetery.3. Prepare agendas and minute the meetings of the Cemetery Working Group.4. Receive and record payments and obtain quotations for works in accordance with financial regulations, best practice and the decisions of the Joint Burial Committee.5. Assist in the pursuit of additional cemetery land.6. Liaise with the Town Council staff regarding Cemetery matters and accounts.

Main Duties:

1. You will deal with Funeral Directors, Memorial Masons, the Medical Examiner, Proper Officer for the Registration Service, and other stakeholders, ensuring that the specified arrangements for the details of funeral services are communicated accurately and in a timely way to those officers directly providing the service.
2. Liaise with Funeral Directors, relatives and the persons conducting funeral services before, during and after the funeral, including ensuring that the funeral party is greeted at the cemetery gates, paperwork is checked, access to the chapel is available (if required), attend the grave/interment site during the ceremony, ensuring all necessary documentation is completed before leaving the cemetery. In addition, you will lock and unlock the cemetery chapel on request for use during burials and at other times for visitors to the cemetery. You will also meet and direct grave diggers on site to the grave location and ensure graves are left safe before interments and filled satisfactorily following.

3. You will maintain and update cemetery plans, interment registers and other cemetery records.
4. Ensure Health and Safety and Data Protection legislation.
5. Carry out regular checks of the cemetery ensuring its cleanliness and tidiness and that it is free from vandalism as part of the grounds maintenance contract.
6. You will provide advice to members of the public on memorials, cemetery regulations, genealogical searches and other aspects of the service.
7. Advise the Working Group on all matters pertaining to their role.
8. Prepare and despatch agendas and reports for the Working Group.
9. Record the minutes of meetings and take all necessary action arising from decisions.
10. Deal with urgent matters that may arise between meetings in consultation with the Chairman and/or Vice-Chairman and Town Clerk and report on such actions to the next meeting.
11. Liaise with the Town Clerk and Town Council staff, who manage the Cemetery Finances.

The post holder will carry out other duties as appropriate as directed by the Chairman or the Committee. The job description reflects the currently identified priorities for the post that may develop and change over time.