



# ELLESMERE TOWN COUNCIL

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## CEMETERY CO – ORDINATOR VACANCY

**Hours: 10 hours a week (flexibility essential).**

**SALARY: SPC 15 of the NJC salary scales, £25-878 (£6,994.00 a year pro rata).**

Ellesmere Town Council is seeking a friendly, sympathetic, empathetic and diplomatic individual to fill the position of Cemetery Co-ordinator at Ellesmere Cemetery.

Ellesmere Cemetery is jointly owned by Ellesmere Town and Ellesmere Rural Parish Councils, members from both councils sit on a Committee called the Cemetery Working Group who oversees the running of the site. The Committee meets on the last Thursday every other month, applicants will need to prepare agendas, minutes, and clerk the meetings whilst ensuring that they adhere to the committees standing orders and financial regulations.

This is a fantastic opportunity for a flexible, self-motivated candidate to effectively manage Ellesmere Cemetery on behalf of the Town Council and Ellesmere Rural Parish Council, previous experience in the funeral service would be desirable but is not essential as full training will be given.

The successful applicant will need to be computer literate, methodical, organised and able to assimilate new information quickly as the role not only involves dealing with members of the public, but also involves liaising with Funeral Directors, Memorial Masons, Proper Officer for the Registration Service, Town Clerk and other stakeholders so candidates will need to be able to communicate well both verbally and in written form at all levels.

The position would suit someone who lives either in or very close to Ellesmere due to having to visit the Cemetery on a regular basis to officiate the interments, conduct cemetery checks and oversee the installation of memorial stones.

**Closing Date for applications is Friday 10<sup>th</sup> February 2023.**

**Interviews will take place during the week beginning 27<sup>th</sup> February 2023.**

**An application form and candidate pack are available from Ellesmere Town Council Offices, Ellesmere Town Hall 1-3 Willow Street, Ellesmere, Shropshire, SY12 0AL or from the Town Council website [www.ellesmere-tc.gov.uk/](http://www.ellesmere-tc.gov.uk/)**

Please contact Jo Butterworth at : [jo.butterworth@ellesmere-tc.gov.uk](mailto:jo.butterworth@ellesmere-tc.gov.uk) 01691 622689 if you would like any further information or for an informal chat.