



Recruitment of Roles at the New Huntingdon Crematorium & Cemetery Facility

1. Assistant Crematorium & Cemeteries Manager:

Salary: SCP 29 – 32 per annum (£32,910- £35,745) (based on experience and qualifications)

2. Crematorium & Cemeteries Officer:

Salary: SCP 24 – 28 per annum (£28,672 - £32,234) (based on experience and qualifications)

3. Crematorium Technician:

Salary: SCP 24 – 28 per annum (£28,672 - £32,234) (based on experience and qualifications)

Plus – Local Government Pension Scheme, Possible Relocation Expenses and Free Parking.

Huntingdon Town Council is offering an exciting and rare opportunity to work at a newly built, state of the art, Crematorium and Cemetery facility. A new Manager is soon to be appointed and will take on the day to day and strategic management of these new facilities, as well as influence all aspects of their organisation and operation from the very beginning. The Manager now needs a new team of officers to help develop the new facilities into a class leading and nationally recognised operation as well as be part of the setting up process, ensuring that when the new facilities open in early 2021 they do so with a fully trained, knowledgeable and motivated staff set up in place.

The Town Council is therefore seeking an innovative, forward thinking and proactive Assistant Manager, a Crematorium and Cemeteries Officer and a Crematorium Technician to join this challenging, varied and unique opportunity within the bereavement sector.

Ideally with some experience within the bereavement sector in some way, each of the new officers must have a real desire to learn, help and assist people during some of the most difficult periods in their lives, as well as have high levels of empathy and an ability to inter act with people during emotional times.

Each new postholder must either be suitably qualified or be willing to undertake relevant training to ensure that the new facilities fully comply at all times with the legal requirements needed to operate such a service, including all aspects of current GDPR and Privacy requirements. Equally important will be a need to maintain an up to date knowledge and awareness of all the latest innovations and trends within the sector.

Working with the new Manager, each postholder will also help in developing the key relationships required for the various posts with local Funeral Directors, Medical staff, links with the community, Clergy and national associations, as well as always reflecting the Council's values, culture and strategic ambitions.

Applicants for each post should have a track record of achieving their aims, a commitment to public service and possession of sound communication and organisational skills. The posts may require occasional attendance at evening meetings and possibly at corporate, weekend events for which time off in lieu will be granted.

Huntingdon Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community. This process is being managed by a third party acting for the Town Council. For an informal discussion and to access the Recruitment Pack for the various posts then please call Mr Reg Williams on 07494 760535. Please note that all arrangements are subject to change due to Covid compliance guidelines.

- **The closing date for the receipt of applications is 12 Noon on Friday 20th November 2020.**
- **Formal interviews will provisionally take place between 10th and 17th December 2020.**
- **It is hoped that the new staff will commence their roles around 25th January 2021.**