



WETHERBY TOWN COUNCIL PERSON SPECIFICATION

Job Title: Burials Manager

Responsible to: The Town Clerk
Wetherby Town Council's Property Committee

Date Produced: July 2022

Contracted Hours: Minimum – 7.5 hours per week
Maximum – 18 hours per week.

JOB PURPOSE

To arrange and administer burials in the Council's Hallfield Lane Cemetery ensuring that a proper and caring service is provided to the public.

		Essential	Desirable
1.	Skills		
1.1	Excellent organisational skills.	✓	
1.2	Ability to work autonomously and as part of a team.	✓	
1.3	Ability to build good relationships with contractors, service users, councillors and staff.	✓	
1.4	Ability to work to deadlines and within restricted timescales.	✓	
1.5	Ability to plan, prioritise and deliver work tasks efficiently.	✓	
1.6	Ability to deal with sensitive situations and demonstrate empathy.	✓	
2.	Qualifications and training.		
2.1	A to C in English and Maths at GCSE level or equivalent.	✓	
2.2	Cemetery Management and Compliance or equivalent.	✓	
2.3	Memorial Management		✓
2.4	Granting, Exercising and Transferring Exclusive Rights of Burial (EROB) or equivalent.		✓
3.	Experience and knowledge.		
3.1	Knowledge of cemetery management.	✓	
3.2	General office and cemetery site experience.	✓	
3.3	Customer service experience.	✓	
3.4	Working knowledge and experience of relevant legislation and guidance affecting the cemetery.		✓
3.5	Use of Microsoft 365 including all office software such as Word, Excel, Outlook and other Microsoft products.	✓	
3.6	Use of burial/memorial management software and memorial management.		✓
3.7	Understanding of basic health and safety concepts.	✓	

3.8	Knowledge of health and safety regulations in relation to operation of a cemetery.		✓
3.9	Archiving, record keeping and retrieving information.	✓	

4. Qualities			
4.1	Flexible and adaptable.	✓	
4.2	Good interpersonal skills.	✓	
4.3	Showing initiative.	✓	
4.4	Ability to deal with people at all levels.	✓	
4.5	Friendly and professional appearance and confident manner.	✓	
4.6	Organised, conscientious, energy, drive, confident and assertive.	✓	

5. Other			
5.1	Have own ability to travel between the cemetery and town council offices.	✓	
5.2	Ability to mark out graves, including insertion of markers into ground.	✓	

