

CEMETERY AND ASSETS REGISTRAR (P/T)

ORGANISATION:	CHIGWELL PARISH COUNCIL
PAY GRADE:	NJC SCALE SCP 13-17 PRO RATA FOR 20 HOURS A WEEK PLUS CONTRIBUTORY PENSION SCHEME
RESPONSIBLE TO:	CEMETERY MANAGER, PARISH CLERK/RFO
COMMENCEMENT DATE:	MAY 2022

SUMMARY:

Our vision is to be recognised by our residents as an effective and efficient Parish Council and cemetery service provider. We are looking for an exceptional **CEMETERY AND ASSETS REGISTRAR** to join us at our beautiful site in the heart of Chigwell.

We are seeking an enthusiastic, highly motivated individual to support the Cemetery Manager. This role is predominantly admin based, so strong computer skills are essential. The ideal candidate will have worked in a related customer facing environment and possess excellent administration and communication skills with a commercially minded approach and some project management knowledge. You must be able to manage your own workload, have experience of working in an administration role and be confident and competent in using the MS Office suite, finance/spreadsheet packages and social media/website updating. The successful applicant needs to be organised, flexible and able to show initiative.

The main duty of this officer is to carry out a wide and varied range of office administration duties to ensure the Council meets its statutory responsibilities and to also oversee the operation of the Parish's village hall Victory Hall which is used by a wide range of local residents and community groups.

WHAT DO I NEED?

- A passion for customer service.
- 5 GCSEs including maths and English plus 3 A levels (or equivalent)
- Minimum of three years' experience in administration and finance
- Proactive approach and willingness to communicate effectively with a range of people, both in-person and remotely
- Ability to successfully multitask and meet deadlines
- Excellent organisational skills and high attention to detail is essential
- Experience using Microsoft packages (Outlook, Word, and Excel)
- Presentable at all times, acting with professional conduct and showing empathy
- Applicant is required to hold a clean driving licence and have access to own transport
- Previous experience in cemetery management or an associated profession is advantageous
- Experience of WordPress or similar is desirable
- Experience of system management and/or accounting software is desirable

Training will be provided to the post-holder, with opportunities for continuing their professional development. This is a part time post and by the nature of the role, the working hours are flexible and may necessitate some home or out of hours working. The hours and role will be reviewed after a period of six months in post. Chigwell Parish Council are an equal opportunities employer

Please email recruitment@chigwellparishcouncil.gov.uk for an application pack.