

KILSBY PARISH COUNCIL
Cemetery Administrator

Report to: Kilsby Parish Clerk

The Cemetery Administrator will work closely with the Clerk who as the Proper Officer to Kilsby Parish Council holds the overall responsibility for the management of the Cemetery in accordance with the decisions made by Kilsby Parish Council.

The purpose of this role is to administer the correct procedures for Burials, Burial of Cremated Remains, and installation of Memorials with Kilsby Cemetery. This includes keeping accurate records and liaising with Parishioners and other professionals to ensure their needs are met and that legal requirements are adhered to.

The Cemetery Administrator will support the Clerk in on-going development of the cemetery contributing ideas for improvements in practices and procedures.

Specific Responsibilities

- Receive, respond and deal with enquiries concerning the cemetery.
- Liaise with Parishioners who require the services of the cemetery, maintaining an empathetic and respectful manner at all times.
- Provide information and advice to applicants on actions required referring if appropriate to other professionals (eg Funeral Director) and assist with applications where necessary
- Process requests for purchase of Grant of Rights of burial, transfer of grants, memorials and other transactions, administering application forms and applying/receiving the appropriate fees
- Check all applications to ensure that they are accurate and correct and comply with legal requirements and Cemetery rules and policies.
- Issue/ amend Grants of Right of burial “deeds” or other documentation in accordance with burial law, cemetery regulations and government regulations.
- Accurately register or record all details of new transactions in accordance with burial law, cemetery regulations and government regulations. Correct or log any historical errors if found
- Maintain, and store the Burial records and ensure they remain accurate and up to date (including electronic files)., and are kept in accordance with the requirements of the Data Protection Act.
- Co-ordinate ground works and erection of monuments with the relevant trades including marking locations and checking works carried out
- Attend the cemetery for funerals to mark grave plots ensure that everything is in order and all relevant paperwork is present and correct, and arrange alternative provision if you are unable.
- Provide an annual written report to the Clerk of work carried out, and payments received.
- Report or refer any issues or problems to the Clerk for consideration and direction.
- Be aware of Health and Safety requirements within the cemetery and inform the Clerk if any risks are identified.
- Keep up to date with changes to legislation/ good practice and attend any relevant training
- Be professional and diplomatic at all times
- Undertake any other duties required by the council consistent within the level and scope of the role.

20th November 2020

Useful Attributes to carry out the role:-

- ability to work on your own with minimal supervision
- possess basic literacy and numeracy skills
- have knowledge of MS Office software and a reasonable proficiency in IT skills (Word, excel, outlook)
- have experience of maintaining records and demonstrable attention to detail in administration processes
- be able to show high degrees of discretion and compassion in high stress situations
- show sensitivity and empathetic communications skills, written, face to face and via tel, video calls.
- be able to show resilience in handling difficult situations.
- be flexible allowing the administration to be carried out as and when needed.
- demonstrate an awareness and understanding of the needs of bereaved people including religious and nonreligious beliefs relating to funeral and burial rights,
- Awareness of general health and safety matters in public spaces
- Ability to work collaboratively with others (parishioners, cemetery volunteers, clerk, grave diggers, officials/professionals)
- be prepared to keep the burial records (6 leather ledgers) safely in a fire-proof container (to be supplied by KPC)
- Genuine interest and passion to work with the local community