



Bereavement Services Team Leader, Perth Crematorium - PKC12213

Salary - £47864.00-51562.00 per year

Location - Perth, Perth Crematorium, Crieff Road, Perth, PH1 2PE

Job Description

Bereavement Services Team Leader - PKC12213

£47,864 - £51,562

Perth Crematorium

A rare opportunity has arisen to work with the Community Greenspace management team to look after and develop the Council's Bereavement Service in Perth and Kinross, an area renowned for its landscapes, quality of life and easy access to the central belt.

The service is responsible for running Perth Crematorium and looking after 170 cemeteries including the burial administration process.

Leading the Bereavement Services team, you will have an essential and fulfilling role managing a small specialist team dedicated to ensuring high standards of service delivery are maintained for our customers and communities.

You will lead on initiatives to ensure sufficient future burial space is secured, a programme of cemetery headstone stabilisation is implemented through an in-house squad and that all processes and procedures associated with the funeral journey are up to date and implemented correctly.

You will also work with other team leaders in Community Greenspace to maximise volunteering opportunities through the Friends of Cemeteries groups, as well as address the challenges of Climate Change and loss of Biodiversity.

You will be based at Pullar House, Perth but attend the Crematorium regularly with the option for hybrid working from home.

For purposes of connection and collaboration with colleagues and with the community we serve, our full-time employees work on site for a minimum of 2 days per week with the arrangements for part time employees being agreed on a basis which will ensure that they benefit to an equivalent degree.

Our FAQs on hybrid working can be found here [Hybrid working FAQ s](#).

We are committed to being a more inclusive employer - to ensure we can consider any reasonable adjustments, please either contact the recruiting manager to discuss any individual circumstances, discuss at interview or, if you prefer, after any conditional offer is made.

Requirements

You must have an Institute of Cemetery and Crematorium Management Diploma in Cemetery & Crematorium Management or equivalent or be working towards it.

We are looking for an experienced, enthusiastic, self-motivated and competent team leader committed to delivering an excellent bereavement service now and into the future.

You will have exceptional interpersonal skills allowing you to innovate and drive the service forward including multidisciplinary working, combined with dedication, flexibility and pragmatism to ensure the bereavement service is efficient & effective.

An ability to effectively deal with people who are emotionally affected by a bereavement in a compassionate, empathetic and sympathetic way is also a requirement.

You will have an excellent working knowledge of Scottish and UK bereavement practices, procedures and legislation and have the Institute of Cemetery and Crematorium Management Diploma in Cemetery & Crematorium Management or equivalent or be working towards it.

You will be able to write clear, concise and accurate reports for a wide range of audiences including the public, senior management and elected members.

You will be required to travel to sites and meetings, occasionally out with normal office hours, using pool cars and therefore, a valid driving licence and reasonable level of physical fitness are needed.

You will be able to effectively manage and monitor budgets and programmes of work to timescales and deadlines, having a strong skill base in using Microsoft Office applications and a flexible, proactive, solution focused attitude and approach to overcoming challenges.

You will be able to contribute to the strategic and policy development of the service areas the team are responsible for, as well as lead the operational areas.

Closing Date 19th January 2025

Link below

<https://myjobscotland.gov.uk/407139>