

## Rogerstone & Bassaleg Joint Burial Board

### JOB VACANCY

#### Clerk to the Burial Board

Rogerstone Community Council & Graig Community Council jointly manage a Community Cemetery at Penylan Road, Bassaleg, which has been in operation for over 50 years.

There is an opportunity for a Clerk to the Burial Board, (initially for a twelve month period) to take responsibility for the day to day management of the cemetery & assist the Board in its administration of the service. The Clerk will report directly to the Joint Burial Board for the day to day administration & also liaise closely with the Clerk to Rogerstone Community Council for developing a long term vision for the service.

The hours of work are flexible & are an average of 4 hours a week with an annual salary of £3,755.50 per annum (Scp 26). The cemetery service will be based at Tydu Community Hall, but working from home will also be considered.

If you would like to discuss, or be considered for this position, please forward your CV with a covering letter to:

Colin Atyeo

Clerk to the Council

Rogerstone Community Council

Tydu Community Hall

Welfare Grounds

Tregwilym Road

Rogerstone

Newport NP109EQ

[rogerstoneccclerk@gmail.com](mailto:rogerstoneccclerk@gmail.com)

Closing date for applications: Friday 1<sup>st</sup> March 2024