

Rogerstone & Bassaleg Joint Burial Board

JOB DESCRIPTION

Clerk to the Burial Board

Job Purpose

Rogerstone & Bassaleg Joint Burial Board is a Joint Committee of Graig Community Council & Rogerstone Community Council who administer the Rogerstone & Bassaleg Community Cemetery on Penylan Road, Bassaleg.

The Clerk to the Burial Board is responsible for the day to day management & running of the cemetery along with making recommendations to the Burial Board for the improvement of the service.

The Clerk to the Burial Board will work directly to the Chairperson & consult with the Clerk to Rogerstone Community Council, to be responsible for implementing decisions of the Burial Board.

Key Responsibilities

- To develop & manage the service within budget.
- To develop & implement a planned maintenance programme for the cemetery
- To liaise effectively with Statutory Authorities, Funeral Directors, Monumental Masons, Grounds Maintenance & other contractors or consultants for the smooth running of the service. There may occasionally be a need to attend funerals in an administrative capacity.
- Ensure that the service complies with all aspects of Health & Safety legislation & good practice.
- In agreement with the Chairperson & consultation with the Clerk to Rogerstone Community Council, draw up an appropriate Agenda & attend all Board Meetings, which are generally held quarterly.
- Compile & distribute the meeting minutes & Agenda in an accurate & timely manner.
- Implement any actions arising from Board meetings.
- Accurately & promptly record or register all details of new transactions in accordance with procedure & regulations.
- Respond promptly to notices or correspondence & maintain an accurate filing system.
- Issue Deeds for Exclusive Right of Burial, Transfer of Burial Rights, or other documentation as required.
- To be responsible for the secure safe keeping arrangements for files & records.
- Ensure all data is kept within the requirements of the General Data Protection Regulations.

- Administer the Burial Boards bank accounts, record all receipts & payments.
- Prepare annual estimates & compile final accounts for Audit.
- Have an awareness & understanding of bereaved people & be able to act in a sensitive & empathetic manner.
- To undertake any other duties consistent with the level & scope of the post as reasonably required by the Burial Board.

This Job Description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed.

Job Requirements

- A good standard of education
- Computer literate with knowledge of ICT systems (word processing, databases & spreadsheets)
- To be experienced in managing budgets & administration
- To demonstrate experience in dealing with people & situations sensitively
- Good communication, administration & management skills
- To work flexibly & confidentially in respect of the requirements of the job
- To be self-motivated, determined & reliable

Management Responsibilities

To take overall responsibility for the effective delivery of the Cemetery service, reporting directly to the Clerk to the Council & also liaising with the Chairperson of the Joint Burial Board.

Place of Work

Your usual place of work will be Tydu Community Hall, although working from home will be considered.

Hours of Work \ Salary

The hours of work will be **on average 4hrs per week**, which will include attendance at Burial Board meetings & other special events. If additional hours are required, these will be agreed with the Burial Board Chairman & will be recompensed pro-rata to your normal rate of pay.

The current rate of pay is £3,755.50 per annum