

UNDERCLIFFE CEMETERY CHARITY

REGISTERED CHARITY NUMBER: 519751

JOB DESCRIPTION

POST TITLE: COORDINATOR AND REGISTRAR

The following information is provided to help Charity staff to understand and appreciate the work content of their post (as outlined in Annex 1 and Annex 2 below) and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Officers should not refuse to undertake work which is not specified on this form but should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 The Trust is committed to Equal Opportunities.
- 4 The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

- To undertake the functions, role and tasks of Cemetery Registrar – see Annex 2 below.
- To coordinate and develop activities in partnership with the Trustees, consistent with the aims and objectives of the Charity.
- To liaise with officers of a wide range of agencies and public bodies including Bradford Metropolitan District Council.
- To maintain security of the site and develop community relations.
- To coordinate and supervise the work of the Deputy Coordinator and volunteers across the site.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- Management of Deputy Coordinator.
- Direct and coordinate work of volunteers.

SUPERVISION AND GUIDANCE:

- Report to Management Committee/Trustees.

RANGE OF DECISION MAKING:

- Make recommendations to Trustees/Management Committee.
- Liaise with Local Authority officers, regional agencies, English heritage, funding bodies, etc.
- Advise funeral directors, grave owners, monumental masons, contractos.

RESPONSIBILITIES FOR ASSETS:

- Responsible for vehicles, equipment, cash owned or hired by the Charity.

REGULAR CONTACTS:

- The Trustees and Management Committee.
- BMDC and other agencies.
- Local community groups and organisations, visiting groups, grave owners and families, funeral directors, Monumental Masons, other contractors.

ANNEX 1:

RANGE OF DUTIES:

1. To co-ordinate the work of volunteers across the site in relation to grass cutting and litter collection.
2. To ensure security of the site through regular inspection and liaison with Neighbourhood Watch, the Police and community groups.
3. To co-ordinate volunteers to assist with other maintenance, eg. vegetation clearance, monument safety assessments, tree surgery.
4. To liaise with and advise both general and specialist contractors in relation to work on the site.
5. To ensure that Health and Safety standards are maintained and developed.
6. To co-ordinate and help with activities developed by the Management Committee.
7. To liaise with officers of Bradford Metropolitan District Council.
8. To liaise (in association with the Management Committee) with local, regional and national agencies regarding promotion and fund raising for the site.
9. To liaise with the cemetery Registrar concerning duties at the cemetery.
10. To liaise with funeral directors, stonemasons, the family and gravediggers for all burials.
11. To answer or direct historical enquiries about the site.
12. To undertake research and give talks and lectures as required.

13. To co-ordinate the administrative and financial duties relating to burials.
14. To carry any other duties appropriate to the post and in line with the needs of the Charity.

ANNEX 2:

REGISTRAR DUTIES:

1. Receiving and verifying details from funeral directors.
2. Ensuring all required documents are received prior to burial.
3. Identifying the correct graves to be opened and presented in a proper manner.
4. Arranging for the grave digging to be carried out.
5. Attendance at burials to ensure that interments conform to legal requirements and codes of practice.
6. Ensuring proper reinstatement of graves following interments.
7. Maintaining accurate records of all burials as required by legislation and the Charity.
8. Supervision of exhumations following the obtaining of necessary statutory consents.
9. Organising the clear routing for corteges.
10. Liaison with families and funeral directors regarding the sale of exclusive rights to burial in new plots.
11. Identifying potential new plots for burial and cremated remains.
12. Maintaining an up to date Schedule of Charges and Fees with the Trustees.
13. Issuing invoices and collection and banking of proceeds.
14. Raising of cheques for payment of approved suppliers invoices.
15. Hiring out the Lodge to appropriate bodies.