

The Undercliffe Cemetery Charity: Registered Charity No: 519751

PERSONNEL SPECIFICATION

Post Title: Co-ordinator and Registrar

Post Reference:

ATTRIBUTES	ESSENTIAL	DESIRABLE	
EXPERIENCE	Minimum of 2 to 3 years experience within a charity, business, local authority or educational environment. Experience of working with volunteers within a non-profit environment.	Experience of staff supervision Experience of managing projects Experience of partnership working	Application form & Selection process
QUALIFICATIONS	Educated up to A level standard or equivalent	First degree (or recognised equivalent) in relevant subject	Application form & Selection process. Certificates.
TRAINING	Evidence of relevant training and willingness to	Awareness of Health and Safety issues	Application

ATTRIBUTES	ESSENTIAL	DESIRABLE	
	undertake appropriate training		form & Selection process
SPECIAL KNOWLEDGE	Interest in the site and Victorian History		Application form & Selection process
EQUALITY	Candidates should indicate an acceptance of and commitment to the principles underlying the Trust's Equal Rights policies and practices.		Selection process
DISPOSITION - ADJUSTMENT/ ATTITUDE	A flexible approach to work Able to lead and work co-operatively with others Able to relate to a wide range of people Able to work to own initiative and to deadlines		Selection process
PRACTICAL & INTELLECTUAL SKILLS	Able to safely operate gardening machinery		Application form &

ATTRIBUTES	ESSENTIAL	DESIRABLE	
	<p>Good oral and written communication skills</p> <p>Able to use ICT e.g. Word, Email, Internet etc.</p>		Selection process
<p>CIRCUMSTANCES - PERSONAL</p>	<p>Must be legally entitled to work in the UK.</p> <p>No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (CRB check required as appropriate.)</p> <p>Current Driving Licence</p>		<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>
<p>PHYSICAL/SENSORY</p>	<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995.</p>		Selection process.

‡ Use of References

References will only be read by the recruitment panel following interviews, after the preliminary selection decision has been made.

SPECIAL CONDITIONS

Management requires that the following checks be carried out as part of the recruitment process e.g. CRB, Warner Process.	Level of Disclosure:
If applicable - GOQ & Section of the Act that applies. (Wording for advertisement)	
Exempt from job share. Exemption registration number:	
Occupational Health check required.	
Any other special conditions.	