

Cemetery Operations and Land Management Officer

Part-Time

Location: Wickham Market, Suffolk

Hours: Approximately 4 hours per week on average, with some seasonal variation

Salary: Dependent on experience

Help Care for Wickham Market's Community Assets

Wickham Market Parish Council is seeking a practical, organised and environmentally minded individual to manage a range of important community assets and services.

This role provides an opportunity to make a real difference to the appearance, management and sustainability of the parish.

Key Responsibilities

Cemetery Management

- Administer the cemetery records and burial documentation.
- Coordinate interments.
- Liaise sensitively with families, funeral directors and memorial suppliers.
- Manage and develop cemetery grounds.

Land and Environmental Management

- Support the management of the cemetery gardens and biodiversity initiatives.
- Manage allotments, including plots, billing and customer enquiries.
- Work with the Allotment Association to resolve issues and improve facilities.
- Coordinate footpath maintenance through contractors and volunteers.
- Manage grass-cutting and tree maintenance contracts for playing fields and open spaces.
- Liaise with sports clubs and other users of council-managed land.
- Oversee maintenance of village gateways and associated assets.

Monitoring and Reporting

- Carry out site inspections.
- Maintain accurate records.
- Provide photographs and information to support council communications.

About You

You will be:

- Organised and process-driven.
- Interested in environmental and land management issues.
- Comfortable working independently.
- Able to communicate effectively with residents, contractors and volunteers.
- Practical, reliable and community focused.

Desirable

- Experience in grounds maintenance, land management or cemetery operations.
- Knowledge of environmental management practices.
- Willingness to undertake cemetery management training.

To apply, please send your CV and a covering letter outlining your suitability for the role.