



Stratford-upon-Avon Town Council

JOB DESCRIPTION

Post Designation: Administration Officer with specific responsibility as Town Hall Bookings and Cemetery Co-ordinator

Part Time

Responsible to: The Town Clerk

Job Purpose & Role: Overall responsibility for the administration of Town Hall bookings and administration relating to the burial service

**Principal Duties
Town Hall:**

- 1) To keep Town Hall Diary up to date
- 2) To liaise with Town Hall Supervisor/Housekeeper to determine manning rotas for events;
- 3) To respond to Town Hall enquiries and related issues and show potential hirers round the Town Hall
- 4) To prepare event schedules including financial analysis;
- 5) To liaise with contractors and outside service providers;
- 6) To ensure hirers are aware of Town Hall booking legislation and H & S procedures;
- 7) To ensure the legislation is kept up to date and report anomalies to the Town Clerk;
- 8) To raise invoices in liaison with the Finance Clerk
- 9) To ensure records are up to date and when possible, digitised.

Cemetery:

- 1) To deal with all burial enquiries
- 2) To arrange interments and memorials in the Cemetery and Tranquility Garden
- 3) To explain and administer transfer of burial rights, which is an increasingly time consuming task;
- 4) To raise invoices in liaison with the Finance Clerk;
- 5) To liaise with undertakers and receive and administer appropriate paperwork for the Open Spaces Foreman;
- 6) To have a good sympathetic but authoritative manner when dealing with the bereaved
- 7) To liaise with the Open Spaces Foreman in the administration of memorial testing, when necessary;

- 8) To ensure burial records and deeds are kept up to date;
- 9) To develop and maintain computer and many administration systems.

General:

- 1) Proficient in use of common computer software packages;
- 2) A good working knowledge of other roles within the organisation to cover for absent colleagues;
- 43) Administering the free coffee mornings at the Town Hall and liaising with volunteers.

**Town Clerk
2020**