

Job particulars

Full time Funeral Director

Peace Funerals are recruiting a Funeral Director, to join their growing team. The post will be based across both of our branches (South Sheffield and North Sheffield branches). Must have excellent people, phone, IT (Microsoft Office) and admin skills, and be smart in appearance. Experience in funeral sector not required but maturity and sensitivity are. Must be capable of working calmly in a busy office. Full time - 40 hours per week (Mon - Fri)

Main duties

- Meeting with families to take funeral arrangements
- Working, often with families, and other staff, on putting the family's wishes into action (This can involve the use of problem-solving skills.)
- Taking the lead role on the day of the funeral (Peace Funerals has a strong belief that the Funeral Director making the funeral arrangements should also attend and oversee the smooth running of the funeral on the day).
- Assisting with the design, preparation, and production of Orders of Service booklets
- Taking part in the out of hours duty rota (one week out of every Seven)
- Collection from places of decease (in and out of hours)
- Preparation and washing and dressing of the deceased
- Coffin preparation
- Preparing chapel(s) of rest for visits, including wheeling coffins through from the cold store and back afterwards
- Answering telephone enquiries
- Responding to written enquiries
- Receiving callers, including families coming to view
- Maintaining the supply of Peace Funerals literature and office stationery
- Assistance with marketing activities
- Other administrative tasks
- Assistance with cleaning duties

Other information

At Peace Funerals we have a strong belief in team working. The post holder will be expected to establish and maintain good working relationships with their colleagues, and with the staff of other agencies. They will also need to demonstrate sensitivity, and good judgment, in their dealings with (prospective) customers; and be able to work independently when necessary.

Although we all have our own specific responsibilities, everyone must be flexible in order for us to continue to be able to offer a wide range of choice to our customers. The above list represents the main duties attached to this post, but there are times when the post holder may be required to give assistance with other duties.

This is a permanent position. The appointment is subject to a three-month probationary period, which may be extended by a period of up to a further one month.

Hours

40 hours per week, 8 hours per day, Monday- Friday, 9am – 5pm. Phone and call out cover for 7 out of hours shifts within a 49 day cycle.

Salary

£31,500 per annum

Application process

The closing date for applications is Friday 19th January 2024. Applications must be hand written in black pen, then scanned or photographed and sent as a PDF attachment to jobpeacefunerals@gmail.com , delivered by post, or hand-delivered to Peace Funerals, 363 Halifax Road, Sheffield, S6 1AF, to arrive by that time. Late applications will not be accepted, nor will applications where a candidate has just submitted a cv rather than the completed the application form.

We will notify applicants who have been shortlisted by Friday 26th January 2024. There will be initial interviews being held in the first few weeks of February 2024 via zoom.

As we anticipate a large number of applicants, we are afraid that we will not be able to handle individual enquiries about the post, but you are advised to refer to our websites www.peacefunerals.co.uk & www.peacenaturalburials.co.uk to learn more about our company and our approach. The closing date for applications is Friday 19th January 2024 at 1pm.



Application Form Full time Funeral Director

Name: _____

Address: _____

_____ Post Code: _____

Home Phone Number: _____ Mobile: _____

Email Address: _____

Current employment (if any)

Job _____ Employer _____

Other employment history (most recent first):

Employer	Job Title	Dates to/from	Reason for Leaving

Education & Training: Qualifications obtained / Courses Completed.

Any other experience that you feel is relevant to this job (i.e. that demonstrates any of the following: your IT skills (including Microsoft Office), your communication skills, your ability to work well within a team, your organisational skills, your sensitivity and maturity). Continue on separate paper if necessary.

Name and addresses of two referees (one of whom should be a past or current employer)

Referee 1 _____

Address _____

Phone number(s) _____

Is this person a past or current employer? yes no

Referee 2 _____

Address _____

Phone number(s) _____

Is this person a past or current employer? yes no

How did you hear about the post? indeed.com Facebook Word of mouth

Peace Funerals Website Another internet site (please specify) _____

Other (please specify) _____

The details in the above application are correct to the best of my knowledge.

Signed _____ Date _____