

Job Vacancy

December 2022



Part time
Funeral Director (x1)

Job Specification

Part Time Funeral Director

(0.4 FTE – 2 days per week)

JOB DESCRIPTION

Background

N. S. Wibberley Funerals was established in 2018 by Nicholas Wibberley, an experienced funeral professional in South London. The company prides itself on excellent funeral services and holds itself to the highest possible standards. Started originally as an online funeral service, NSW Funerals has grown in the past 4 years to an established and locally respected traditional funeral company, operating out of two funeral homes in South London and North Kent. We employ several staff, including funeral administrators in both branches, and a recently appointed funeral apprentice. Nicholas Wibberley has always been the 'standard bearer' for the funeral brand, conducting all the funerals and trying to work directly and personally with every family. The company has now reached a size where we need to bring on another experienced funeral director to assist Mr Wibberley in this work, so that his focus can also be on other aspects of the growth of the business, without compromising the high standard of care and devotion we give every single family.

The Purpose & Role

As the new Funeral Director at NSW Funerals, you will work for two days a week with our dedicated team to deliver high-quality funerals to our families. You will conduct and lead all funerals which fall on your working days, managing and carefully choreographing the entire funeral proceedings, from before we leave the branch until after we return. On occasions where there are no funerals, other funeral-related tasks will be undertaken. These will include (but are not limited to) assisting in the care of the deceased (including helping to collect, transport, dress and encoffin), setting up our chapel(s) of rest ahead of family viewings, collecting and/or delivering cremated remains, preparing coffins, engraving nameplates, meeting with families to assist in ongoing funeral arrangements, and other such day-to-day activities which come up in the team on the days you are working.

As the only 'Funeral Director' in the company (other than the founder, Nicholas Wibberley), you will be a leader among the team, able to bring experience and industry knowledge to assist other team members in their work, both with bereaved families and the deceased. On days when you are working, you will be available for the team to ask questions and check information, to assure them that the administration of the logistical and practical preparation of the funerals is as good as it can be, and that all details are correct. You will then also be the 'manager' of any funerals you are conducting, fully in control and fully in charge of the proceedings and all ceremonial staff.

TERMS OF APPOINTMENT

<i>Title:</i>	Funeral Director
<i>Reports to:</i>	Managing Director / other company directors
<i>Payments:</i>	£23,000 - £25,000 FTE (£9,200 - £10,000 pro rata), depending on experience

Important Terms

- Must be available to work MONDAYS & FRIDAYS (these will be your working days)
- Annual leave will be worked out on equivalent of 21 day p.a. for full time staff (plus bank holidays)
- A four-month probation period will apply
- Any job offers will be subject to receipt of satisfactory references

PERSON SPECIFICATION

We are seeking a reliable and experienced funeral professional with a proven track record of conducting funerals to a high standard. Our funeral director(s) will also need to have experience caring for the deceased and be willing to carry out mortuary-related tasks when not conducting funerals. Driving is also necessary for this role.

We are looking to appoint people who understand and care about the importance of our work. We are looking for people who care about excellent client and customer service, and who are passionate about caring for people at the worst time of their lives. We are seeking well-motivated workers, problem solvers and team players. We are a small family-oriented team and would like to have a good rapport with all our staff, so good manners and a good sense of humour are also important.

Above all, it is important that workers in the funeral industry are relatable and trustworthy people, so our clients can feel at ease and trust that we keep to our promises and really care about our work. For this role, prior experience in the funeral industry as a funeral conductor is essential.

N.B. It is important to note that all roles at N. S. Wibberley Funerals Ltd require at least some contact with the deceased on a regular basis, therefore thought should be given to this by any potential employees.

Desirable Qualities	Essential Qualities
<ul style="list-style-type: none">• NAFD/LAFD qualifications in the funeral industry.• Educated to A-level or equivalent.• Good computer skills.• Experience working in customer services or similar role.	<ul style="list-style-type: none">• Experience as a funeral director, conducting funerals in the UK.• Full UK driving license• Ability to work on Mondays and Fridays• Experience working with the deceased, including transporting them and dressing them.• Experience in dealing with bereaved people.• Good manners, and well presented.• Excellent client care and service.• Trustworthy and reliable.• Excellent communication skills.

MORE INFORMATION ABOUT US:

www.nswfunerals.com/about

www.nswfunerals.com/team

HOW TO APPLY

Please fill out our short online application form here:

<https://forms.gle/xfbYeGKWccJ6r1QT9>

Interviews will be held as applications arrive, and an offer will be made when we find the right candidate, therefore early applications are encouraged.