

Funeral Director

Job Type: Full Time

Location: Gainsborough

Job Summary

A rare opportunity has arisen to join a well-established, family run independent business that has served the local community for almost 60 years; vacancies at our company do not arise regularly and only the most exceptional candidates will be considered. The position requires a high degree of professionalism, integrity and compassion whilst upholding the exceptional standards of Cliff Bradley & Sons to support families through difficult times.

Funeral directors operate as part of the team in this vocational role to oversee and carry out all arrangements for families during times of great need. The role is client-centred, requiring a great deal of empathy and sensitivity at all times. Funeral directors are required to liaise with families and third parties to ensure the wishes of the deceased are fulfilled to the very highest standard, providing support and the resources required to the family during what can be an incredibly difficult period of time. Successful applicants will be required to undertake funeral directing qualifications and take part in the on-call rota; suitability for this role requires the successful applicant to live within a 10-minute drive of our head office in Gainsborough.

Responsibilities

- Meet with families to discuss funeral arrangements and guide them through the process with compassion and empathy.
- Record client information and work actively with them whilst always maintaining confidentiality.
- Coordinate with third-party service providers, such as crematoria, churches, celebrants, newspaper publications, the coroner and GP surgeries.
- Prepare and submit all necessary legal and regulatory documents related to funerals, including death certificates, burial permits, and completing statutory paperwork.
- Arrange and direct funeral services, ensuring all aspects are carried out with professionalism and dignity.
- Ensure the timely delivery of funeral products and services and support families after in the ordering of memorial items.
- Working closely with colleagues to ensure excellent operating procedures are adhered to and maintained on a daily basis.
- Assist with mortuary operations, including preparing coffins, handling and dressing of the deceased, and maintaining cleanliness and safety.

- Coordinate funeral home operations, including staff management, scheduling, and inventory control.
- Maintain accurate records of all funeral arrangements and services provided.
- Take part in community projects to promote the business and build strong relationships within the local area.
- Participate in an on-call rota to provide 24-hour availability to clients.
- Work as a funeral director supporting the business across both of our sites in Gainsborough and Saxilby.
- Support the management team in the operation of the business where otherwise required.

Experience & Skills

- Strong communication skills and the ability to interact with grieving families with compassion and empathy.
- Strong organisational skills and attention to detail.
- Ability to work in a fast-paced, high-stress environment.
- Willingness to work evenings, weekends, and bank holidays and as part of an on-call rota.
- A valid driver's license and reliable transportation.
- Excellent interpersonal skills and the ability to build strong relationships within the local community.
- Proficient at operating a computer including the use of Microsoft Office 365 Suite.
- Excellent Literacy & Maths skills.
- Familiarity with legal and regulatory requirements related to funerals and deceased care is desirable but not essential.
- Willingness to develop knowledge & skills through training.
- Full training will be provided, so previous experience in the funeral directing role is not essential.

Salary & Benefits

Salary will be discussed with potential candidates during interview and will be dependent upon any prior experience in the role/industry. Any overtime worked over 40 hours will be paid at an overtime rate.