

MANAGER

Organisation	Dundee Funeral Support Service
Salary	£34,477
Status	Full Time - Fixed Term Contract to June 2019 (with the possibility of extended funding)
Closing Date	14 th September 2018
Interview dates	Monday 24 th , Tuesday 25 th September
Location	Dundee and surrounding areas
Reports to	Board of Trustees
Responsible for	P/T Support Officers (2) P/T Marketing Worker

At the time of the death of a loved one, in addition to all the emotions involved with loss, there come decisions to be taken, and taken quickly, around funeral arrangements.

Responding to widespread concern that many, especially people on low incomes, are tipped into debt in order to fulfil the very deep seated desire to give their loved one a 'good send-off', the Scottish Government are funding a pilot project in Dundee which, it is hoped, will provide support to people at this most distressing and confusing time. The Dundee Funeral Support Service is that pilot.

We seek a Manager to run the service, initially for an 8-month period. The Job Description lists the experience and skills required. But above all else, we are looking for characteristics of empathy, the ability to listen gently, to be a trusting companion through the funeral arrangements period and to support service staff to do likewise – to help families achieve a respectful, dignified and affordable funeral package.

We are aware that we are looking for a remarkable person. Could that be you?

For an application pack and further information please contact:

Rob Pearce,
Development Officer
Dundee Social Enterprise Network
rob@dundeesen.org
01382 504848



FUNERAL SUPPORT OFFICER(S)

Organisation	Dundee Funeral Support Service
Salary	£24,717 Pro-rata
Status	Part Time 18.5 hrs per week Fixed Term Contract – until June 2019 (with the possibility of extended funding)
Closing Date	12 th October 2018
Interview Dates	Monday 22 nd , Tuesday 23 rd October
Location	Dundee and surrounding areas
Reports to	Board of Trustees
Responsible to	Manager

At the time of the death of a loved one, in addition to all the emotions involved with loss, there come decisions to be taken, and taken quickly, around funeral arrangements.

Responding to widespread concern that many, especially people on low incomes, are tipped into debt in order to fulfil the very deep seated desire to give their loved one a 'good send-off', the Scottish Government are funding a pilot project in Dundee which, it is hoped, will provide support to people at this most distressing and confusing time. The Dundee Funeral Support Service is that pilot.

We are seeking a two Project Officers to develop and support the service, initially for an 8-month period. The Job Description lists the experience and skills required. But above all else, we require candidates with empathy, the ability to listen gently and be a trusting companion through the funeral arrangements period to help families achieve a respectful, dignified and affordable funeral package.

We are looking for two remarkable people. Are you one of them?

For an application pack and further information please contact:

Rob Pearce,
Development Officer
Dundee Social Enterprise Network
rob@dundeesen.org
01382 504848



MARKETING OFFICER

Organisation	Dundee Funeral Support Service
Salary	£25,200 per annum - pro-rata
Status	Full time 6 month contract
Closing Date	Friday 12 th October
Interview dates	Monday 22 nd Tuesday 23 rd October
Location	Dundee
Reports to	Manager

At the time of the death of a loved one, in addition to all the emotions involved with loss, there come decisions to be taken, and taken quickly, around funeral arrangements.

Responding to widespread concern that many, especially people on low incomes, are tipped into debt in order to fulfil the very deep seated desire to give their loved one a 'good send-off', the Scottish Government are funding a pilot project in Dundee which, it is hoped, will provide support to people at this most distressing and confusing time. The Dundee Funeral Support Service is that pilot.

We seek a Marketing Officer to design and produce the publicity materials and online presence of the service for a 6-month period. The Job Description lists the experience and skills required, but above all else, we are looking for someone able to produce materials of a sensitive and tasteful nature helping our staff to provide families with a respectful, dignified and affordable funeral package.

We are aware that we are looking for a remarkable person. Could that be you?

For an application pack and further information please contact:

Rob Pearce,

Development Officer

Dundee Social Enterprise Network

rob@dundeesen.org

01382 504848

