



Green Willow Funerals

Family-Centred Funerals and Personalised Funeral Plans

Incorporated in April 1997, from humble origins, Green Willow Funerals Limited has evolved to be counted amongst the best and busiest Funeral Directing companies in Wales. However, Green Willow is so much more than a firm of Funeral Directors! The company is wholly-owned by 'the 1910 Trust', a Charitable Incorporated Organisation who distribute grants to support community-based projects across South East Wales. The fact that the company's trading profit is transferred annually to the 1910 Trust is a significant motivating factor for the majority who work for and are associated with Green Willow Funerals Limited.

Come and work with us to serve the bereaved and generate more profit to do even more good in the communities throughout South Wales.

Human Resources Officer (20 hours per week. Salary £22,000 pro rata)

In addition to playing a pivotal role in maintaining and advancing the culture and ethos of the company, enhancing the opportunity for staff to thrive and keeping the company compliant with its HR and employment law obligations, this post offers an opportunity to support and become involved with the strategic development of the business by attending meetings of the Board of Directors and working closely with the CEO and Management of Green Willow Funerals. The role offers scope for job satisfaction and experience beyond the important and essential routine HR duties and the successful candidate will be valued and supported by the company. Opportunities to further CIPD qualifications can be discussed.

Confidentiality, maturity and professionalism are essential. Experience of working within the funeral profession isn't.

Whilst knowledge of HR is crucial, this post could suit someone who is in the process of gaining professional CIPD qualification (Level 3 or above) or who is looking to contribute their knowledge and skills within the context of a social enterprise that meets the needs of bereaved clients and, in addition, creates and transfers profit to encourage and support people and communities in South Wales.

If you are seeking a worthwhile and rewarding job, prepared and willing to work collaboratively and constructively within a supportive team environment, then please submit your CV (no more than 2 pages) and covering letter (maximum 350 words) to recruitment@greenwillowfunerals.com before Monday 22nd November 2021.