



# Muslim Burial Fund – Burial Planner

## Job Description and Person Specification

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### JOB DESCRIPTION

**Post:** Burial Planner  
**Reporting to:** Programme Manager

**Responsible for:** Emergency assessments of burial referrals, Develop burial plans. Co-ordinate and lead on Muslim burials. Create story and online appeal for funds. Complete DWP applications as when applicable and provide admin support to program manager.

**HOURS:** 12 Hours per week

**SALARY:** £13.50 per hour  
£8,424.00 per annum

**DURATION:** One-year Fixed term 1<sup>st</sup> October 2023 – 30<sup>th</sup> September 2024

#### **Main duties and responsibilities:**

- Emergency assessment of Muslim burials within Muslim Burial Fund guidelines (In consultation with service users, family, referral agency and programme manager).
- Respond to burial referrals with urgency and within strict timeframe.
- To co-ordinate and lead on burials. Must be able to work under the strict guideline of programme manager and the senior management team.
- Assess and organise burial in-line with Islamic teachings.
- Prepare burial appeal text and create online appeal for funds
- Help family to make DWP funeral payment applications.
- Post relevant information on Muslim Burial Fund social media.
- Direct and support volunteers during the burial process.
- Maintain professional relationship with all partners.
- Using Microsoft office package such as MS office, outlook programs, e-mails etc.

#### **Monitoring, Reporting, Finance and Fundraising**

- To submit written and video report within 3 to 4 days after burials for the purpose of reporting back to the donors.
- To securely file away referral form and all documents in line with the Data Protection Act and 13 Rivers Trust policies.
- To evaluate, review and improve service delivery.
- To network with stakeholders to widen the scope of the programme
- Support with the recruitment of volunteers and sessional workers.



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#### **Safeguarding / Policies & Procedures**

- To ensure that Health and Safety processes are followed, and risk are minimised.
- To ensure all policies and procedures are adhered to.

#### **Other Duties**

- Support with mosque collections as and when required
- Help with fundraising events and activities
- To take part in 13 Rivers Trust central events and fundraising activities
- To maintain relationships with referral agencies and partners, sharing information in line with our policies and procedures
- Record footage of burials as and when required
- Attend funeral / burials if as when required
- Take part in any relevant training as when required
- To ensure full participation in team meetings and Management Committee Meetings, one-to-one and supervision meetings.

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#### PERSON SPECIFICATION

Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
<b>Experience/knowledge</b>		
Educated to A-level or equivalent level	Application form	E
Experience of working within the charity sector	Application form	D
Relevant fundraising experience	Application form	D
Experience of working in a team	Application form	E
Able to work weekends and evenings	Application form	E
Ability to demonstrate a clear commitment to equality of opportunity and inclusive practice.	Application form Interview	E
<b>Abilities/Skills</b>		
Ability to speak clearly in English	Interview	E
Must be comfortable dealing with vulnerable people including those reaching the final stages of their life	Application Form Interview	E
Ability to use Microsoft office	Application form Interview	E
Good interpersonal skills	Interview	E
Ability to work with members of the public	Interview	E
Ability to work independently and as a part of a team.	Interview	E