

Advert for Clerk Crynant Community Council



Job Title: Community Council Clerk.

Council Name: Crynant Community Council

County: Neath Port Talbot.

Salary: LC2 Fixed within SCP18-28 of the NALC Clerks Scale (Pro-rata and based on experience and qualifications relevant to the post)

Hours of work: 14 hours per week in line with the needs of the Council to manage its responsibilities.

About the post:

We are seeking an enthusiastic, experienced, and committed individual to work with the Council, which is determined to forge a new relationship with its electorate during these challenging times. The Council is committed to meeting its aims and objectives to manage and improve its assets to the benefit of the whole community, in an environmentally responsible manner. These assets include parks, play areas, meadow, nature reserve, and a thriving community centre.

The successful candidate will need to be able to work collaboratively with the Members, responsible financial officer, and staff. They will need to develop relationships with the residents, voluntary sector, grant funding bodies, and the higher tiers of local and Welsh government.

The successful candidate will ideally have a wide experience of local government and hold a relevant professional qualification (e.g. CiCLA) or be willing to work towards one. They will have excellent administration skills prioritising work to meet deadlines and taking on ad-hoc duties. They will be able to work independently and as part of a team to progress the Council's services, facilities, and projects. They should be able to meet statutory requirements and keep abreast of any legislative changes.

There will be a requirement to attend evening meetings of The Council and its Committees.

Welsh language skills are desirable but are not essential for this post.

Should prospective candidates wish to have an informal discussion about the post then contact the current Chair or Vice-Chair of the Council, Cllr. Sean Keir, and Cllr. Suzanne Waldron respectively. Please email: seankeir@hotmail.co.uk or email: suz.waldron@gmail.com

Benefits include: Competitive salary, automatic enrolment into the Local Government Pension Scheme (subject to eligibility), training, and a supportive working environment.

How to apply:

Further information about the post and the area can be obtained from the website:
www.crynantcommunitycouncil.org

Please send application letters, or current CV with a covering letter to: Heidi Mortimer, %
29 The Crescent, Crynant, Neath SA10 8RT or email: heidi.crynantcc@gmail.com

Closing date for applications is 5pm 23/12/2021

Crynant Community Council is an Equal Opportunities Employer.

Mae'r wybodaeth yma ar gael yn Gymraeg os dymunwch / This information is available in Welsh if you would prefer.