

An exciting opportunity has arisen for the post of Clerk of Llansanffraid Glan Conwy Community Council.

The job is interesting and satisfying with the potential to develop into a career if desired. The role is open to a variety of skills and all ages.

Training will be provided after an initial period and the successful candidate is expected to undertake the relevant professional qualifications.

The pay offered for this role is £14 - £16 per hour depending on experience. We offer 35 hours per month (negotiable if required) with 20 days annual leave on a pro rata basis

The ability to communicate effectively through the medium of Welsh is desirable. Although meetings are held in English, we are committed to Welsh Language Standards

The ideal candidate will be organised with an attention to detail, numerate and have good communication skills.

The successful candidate will be confident in using Microsoft 365 and able to produce and store documents.

As a Clerk you will be expected to attend monthly meetings although, most of your working time will be spent working at home. As part of your working week you will manage your own time and schedule. During these hours you will be available to councilors and residents of the community.

For more information, contact clerk.gccc@gmail.com

For an informal chat, call our Chair, David Court on 07793-080856