



## **Job Opportunity: Clerk to Llysfaen Community Council**

**Location:** Llysfaen, Conwy

**Hours:** 35 hours per Month (Part-Time) – with some day time and evening availability.

**Salary:** Commensurate with experience and qualifications (in line with NALC LC1 pay scales)

**Closing Date:** 8<sup>th</sup> August 2025

**Apply To:** Clerk@llysfaencc.wales

---

Are you passionate about supporting local democracy and making a real difference in your community? Llysfaen Community Council is seeking a proactive, organised, and community-minded individual to serve as our part time **Clerk**.

As the Proper Officer of the Council, you will play a vital role in ensuring the smooth and lawful operation of Council business. This is a varied and rewarding position that combines governance, administration, digital communication, and community engagement.

The clerk will work alongside the responsible financial officer, who will perform the accounting functions of the Council.

---

### **Key Responsibilities:**

- Prepare agendas, attend Council meetings, and produce accurate minutes (Monthly meetings are held on the 2<sup>nd</sup> Monday of the month)
- Advise the Council on legal, procedural, and policy matters
- Implement Council decisions and monitor progress
- Manage correspondence, records, and statutory notices
- Maintain and update the Council's website and social media channels
- Liaise with residents, councillors, contractors, and external bodies
- Oversee cemetery records and coordinate maintenance
- Support financial processes in collaboration with the Responsible Financial Officer
- Promote community initiatives and sustainability projects
- Ensure compliance with GDPR, FOI, and health & safety regulations

---

### **What We're Looking For:**

- Strong administrative and organisational skills

- Excellent written and verbal communication
- A good understanding of local government or a willingness to learn
- Confidence using digital tools, websites, and social media
- Ability to work independently and manage a varied workload
- A commitment to public service, transparency, and community values

Relevant qualifications (e.g. CiLCA) or experience in a similar role are desirable but not essential—training and support will be provided for the right candidate.

---

### **Why Join Us?**

- Be at the heart of your community's development
  - Flexible working arrangements and supportive environment
  - Opportunities for professional development and training
  - A role where no two days are the same!
- 

### **How to Apply**

To apply, please send your CV and a covering letter outlining your suitability for the role to [clerk@llysfaencc.wales](mailto:clerk@llysfaencc.wales) by 16<sup>th</sup> September 2025.