

## COEDFFRANC TOWN COUNCIL



### VACANCY – TOWN CLERK

Coedffranc Town Council are pleased to announce the opportunity for dedicated, self-motivated professional to join the Council as Town Clerk on a part-time basis.

Based at the Council offices in Skewen, applicants must be able to demonstrate a dynamic skill set with the capacity to think and act strategically, together with having experience of administrative management in a complex environment. You will need the ability to understand local government law and procedure, and experience of staff line management. You will also need the capacity to successfully represent the Council in discussions with external bodies. Proficient 'Office' IT skills are also essential.

You will be answerable to the Council as a whole, acting as the principal advisor on all governance related matters to enable it to fulfil its statutory obligations. You will play a key role in advising on and supporting the formulation of policies and ensuring the effective implementation of the Council's decisions.

It is expected that you will have or will work towards an appropriate professional qualification (Certificate in Local Council Administration or equivalent). A commitment to pursue continuous professional development is also expected.

You will also need to attend regular evening meetings and occasional weekends when required. The ability to speak Welsh is desirable, but not essential.

- Based in the Council offices at Memorial Hall, Skewen, SA10 6DP
- The hours of work are part time, 27 hours per week, including regular attendance at evening Council and Committee meetings.

- Salary Scale points 33 to 36, **this is a full time equivalent of £44,075 - £47,181 (pro rata).**
- 24 days holiday (pro-rata) plus Bank Holidays
- Entry into the Local Government Pension Scheme
- Flexible working arrangements
- Free onsite parking

Please apply in writing to The Mayor of the Council at the above address or by email to [clerk@coedffranc-tc.gov.uk](mailto:clerk@coedffranc-tc.gov.uk) enclosing a CV together with a letter outlining your expression of interest and suitability for the role against the essential criteria set out in the person specification.

The closing date for applications is midday on Monday 19<sup>th</sup> January 2025.

First stage Interviews will be held week commencing Monday 26<sup>th</sup> January 2025.

Final interviews with full Council will take place on 18<sup>th</sup> February 2025.

The job description and person specification are available to download on the Council website. [www.coedffranc-tc.gov.uk](http://www.coedffranc-tc.gov.uk)