



## LLANGAMMARCH COMMUNITY COUNCIL

# VACANCY:

## CLERK TO THE COMMUNITY COUNCIL

### WORKING ARRANGEMENTS:

- part-time, average 5 hrs per week
- working from home
- requirement to attend Community Council and other meetings

### REMUNERATION:

- based on Salary Scale LC1 substantive (pro-rata)
- NJC points 9 -16 depending on experience
- Fixed Salary point – Annual review
- £156 contribution to home office expenses per annum

### PREFERRED EXPERIENCE:

The following are not necessary but could be an advantage

- Minute taking
- Excel spreadsheets
- Financial management, online banking
- Some knowledge of the Welsh Language
- Ability to manage the council website

For the Job Description, please contact the Clerk [clerk@llangammarchCC.com](mailto:clerk@llangammarchCC.com) or go to 'Information and Policies' on the website – [www.llangammarchCC.com](http://www.llangammarchCC.com)

To apply, please send a CV and personal statement to the Clerk to the Council:

[clerk@llangammarchCC.com](mailto:clerk@llangammarchCC.com) or post to Llanddewi, Cefn Gorwydd, Llangammarch LD4 4DN

Closing date – Friday 20<sup>th</sup> February 2026

Interview date – Wednesday 25<sup>th</sup> February 2026, from 6pm onwards

For an informal chat, ring the Chairman:

Cllr Kay Coldrick on 07884 205581

Or the current Clerk:

Sue Lilly on 07366656237