



## **Governance and Digital Communications Support Officer**

£12.48 per hour – NJC Point 16 20 hours per week average

**(Permanent post)**

One Voice Wales is the national representative body for the 735 Community and Town Councils in Wales. As the One Voice Wales Governance and Digital Support Officer you will: be required to provide governance support in relation to a range of Committee and Working Party meetings; to maintain the One Voice Wales website; establish and administer social media communications; assist in the organisation of remote conferences and policy seminars; and to provide general digital and administrative support as required.

You should have:

- Good general education including knowledge of the functions and operation of Community and Town Councils
- Educated to degree level or other relevant IT related qualification.
- Work experience which is appropriate to the duties of the post
- Good quality IT skills enabling use of internet, familiar with MS Office applications e-mail, word processing, financial databases and spreadsheets and website administration
- Understanding of the requirements of the data protection and its application within an organisation
- High-quality inter-personal skills, able to develop effective trust-based relationships and collaborations with member councils and other external partners.
- Welsh language skills highly desirable.
- Highly motivated, able to work on own initiative and as part of a team.

Please see attached separately the job description and application form.

**CVs will not be accepted.**

**Closing date: 4pm Tuesday 14th December 2021**