

Cowbridge (Ancient Borough) with Llanblethian Town Council

DEPUTY TOWN CLERK

NALC (Points 18 – 25) £25,419- £30,095 FTE
20 hours per week

Cowbridge (Ancient Borough) with Llanblethian Town Council is seeking to appoint a Deputy Town Clerk to join a team, led by the Town Clerk, responsible for the effective running of the Council and its assets including Cowbridge Town Hall, Cowbridge Cemetery and children's play parks.

Based from the Town Council's Office, located in the Town Hall in the centre of Cowbridge, the job holder will support, and when necessary, deputise for, the Town Clerk. They will need to have a positive, flexible attitude, be able to meet deadlines whilst balancing priorities, be self-motivated, take ownership of areas of responsibility, be community minded and deal empathetically with members of the public in representing the Town Council.

The role requires good numeracy and literacy together with competent and up-to-date IT skills. Ideally applicants will have experience in administration and financial management in a local government environment and knowledge of local Government Law and Procedure. A willingness to undertake training to fill skills and knowledge gaps is essential. There is the opportunity to join the Local Government Pension scheme. For further details of the post, job description and job application form, please e-mail enquiries@cowbridge-tc.gov.uk or telephone 01446 773385. CV's will not be accepted.

Closing date: Monday the 23rd of May 2022 at 12 Noon.

Interviews will be held w/c the 30th of May 2022.

Cowbridge (Ancient Borough) with Llanblethian Town Council is an equal opportunity employer and welcomes applications from all sections of the community