

**Cowbridge (Ancient Borough) with Llanblethian Town Council**

**TOWN HALL OFFICER**

NALC Scale (Points 12 – 18) £22,571- £25,419 FTE  
17.5 hours per week

Cowbridge (Ancient Borough) with Llanblethian Town Council is seeking to appoint a Town Hall Officer 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 provide a reception service (in person, telephone and e-mail) for the Town Hall Office Monday to Friday, 9.30am to 1.00pm. This role is not suitable for homeworking.

They will manage all aspects of Town Hall room bookings and support the Deputy and Town Clerk with administration duties commensurate with the role. 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 management.

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](mailto:enquiries@cowbridge-tc.gov.uk) or telephone 01446 773385. CV's will not be accepted.

***Closing date: Monday the 23<sup>rd</sup> of May 2022 at 12 Noon.***

***Interviews will be held w/c the 30<sup>th</sup> of May 2022.***

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