

## **CYNGOR TREF GORSEINON TOWN COUNCIL**

### **Appointment of Assistant Town Clerk / Information Officer**

**Salary within grade LC2 18-21 (£29269-£30825 pa) Part time 24 hrs week (2024 pay award pending)**

Gorseinon Town Council is seeking a highly organised and committed applicant to undertake the key supporting role, which is responsible, in conjunction with the Town Clerk, for all day to day organisation and management of the Council's services, facilities and finances.

You will need to be enthusiastic, flexible and community focused with management, administrative, interpersonal, accounting and particularly computer/IT skills in order to work successfully with the Town Clerk, Councillors, external organisations, stakeholders and the community.

The individual shall take responsibility for all IT related matters within the Council, and this shall be their primary responsibility. This will include developing and managing the Council website, all social media interactions including Facebook, production of a Council Newsletter, and communication with local community via social media.

Ideally you will have an understanding of Local Authority organisation and management and have, or be prepared to study for a CILCA qualification. Whilst post is part time initially, (by negotiation, with overtime available), the applicant will be able to work from home, with some monthly evening meetings required. The Town Council owns and runs its Ty Newydd community centre, so living within the local area would be an advantage.

Application is by CV and covering letter and should be returned by email to [clerk@gorseinontowncouncil.gov.uk](mailto:clerk@gorseinontowncouncil.gov.uk), or letter sent to 39 Gorseinon rd Penllergaer Swansea SA49AE.

For an informal chat or further information please call John Millard, Town Clerk on 01792 895690 or email [clerk@gorseinontowncouncil.gov.uk](mailto:clerk@gorseinontowncouncil.gov.uk)

Closing date for applications is end June 2024. Interview dates will be advised following receipt of applications, during early July.