

**Position:** Deputy Town Clerk (Facilities and Organisation)

**Employer:** Llangollen Town Council

**Hours:** Part-time, 24 hours per week

**Location:** Llangollen, Denbighshire.

**Salary:** LC 1 (7-12) £24,294 - £26,421 (pro rata).



Llangollen Town Council is a busy local council supporting the town of Llangollen. As well as operating and managing the Town Hall it has responsibility for key heritage assets, open spaces and supports a full programme of local events.

We are looking for an enthusiastic and experienced person to join our dedicated Council team as Deputy Town Clerk (Facilities and Organisation).

As the Deputy Town Clerk you will play a crucial role in supporting the Town Clerk to ensure that the decisions of the Town Council are effectively implemented, particularly in relation to facilities and operations. You will possess good organisational and administrative skills with experience in facility and events management

Having the ability to work independently, and as a team player, you will be able to make a positive impact on the local community, whilst working within a collaborative and supportive environment offering professional development opportunities.

Llangollen is a vibrant community that has a wealth of culture, heritage and local talent. It is a magnet for tourists situated as it is in the Clwydian Range Area of Outstanding Natural Beauty and the Pontcysyllte Aqueduct and Canal World Heritage Site.

Why not join us to continue making Llangollen a better place to live, work, and visit.

### **How to Apply:**

An application form and further information is available from the Town Clerk, [townclerk@llangollentowncouncil.gov.uk](mailto:townclerk@llangollentowncouncil.gov.uk) or call 01978 861 345 to talk through the details.

The closing date for applications is 28 June 2024. Interview dates will be advised following receipt of applications, during early July.

[www.llangollentowncouncil.gov.uk](http://www.llangollentowncouncil.gov.uk)

Llangollen Town Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.