



LLANNON COMMUNITY COUNCIL

DEPUTY CLERK: 24 HOURS PER WEEK

£29,174 - £32,798 DEPENDING ON QUALIFICATIONS AND EXPERIENCE (PRO-RATA)

An exciting opportunity has arisen at Llannon Community Council to appoint an innovative, forward thinking and proactive Deputy Clerk.

The Council is currently adapting to the challenges and opportunities created by the need to further develop as a progressive Council. The Deputy Clerk will undertake a key role, alongside the Clerk, in ensuring that the instructions of the Council are carried out.

The Deputy Clerk will also be expected to support the Clerk in facilitating the implementation of the Council's stand-alone priorities and objectives. Applicants must be able to demonstrate that they have the relevant experience – a track record of commitment to public service, be motivated, community focussed and possess excellent communication and organisational skills.

Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted.

The Council has fifteen councillors and committees covering Finance and Audit, Personnel, Environment, Policy Review, Tumble Hall and Risk Assessments. The Council has representatives on many groups and organisations. There are currently ten members of staff.

Llannon Community Council aims to deliver services of the highest quality whilst providing value for money. It endeavours to promote the wishes of residents through consultation and conducting its business in an open and democratic manner.

A full driving licence and access to a car is essential as is the ability to communicate through the medium of Welsh.

For further information or to request the Application Pack, please contact the Clerk, Mrs Clare Hope via email at: llannonccclerk@outlook.com

Please note: Previous applicants need not apply

- **The closing date for the receipt of applications is 12 noon on Wednesday 3rd August 2022.**
- **Formal interviews will take place on Monday 8th August 2022.**
- **It is hoped that the new Deputy Clerk will commence their role around 12th September 2022.**