



## **LLANNON COMMUNITY COUNCIL**

### **PROPERTY & FACILITIES OFFICER: 16 HOURS PER WEEK**

**£25,419 - £28,226 DEPENDING ON QUALIFICATIONS AND EXPERIENCE (PRO-RATA)**

An exciting opportunity has arisen at Llannon Community Council to appoint an ambitious Property and Facilities Officer.

The Council is currently adapting to the challenges and opportunities created by the need to further develop as a progressive Council. The Property and Facilities Officer will work alongside the Clerk to oversee the efficient and effective running of all council-owned properties and facilities.

In addition to other duties, the Property and Facilities Officer will be responsible for the ongoing review of the Council's Asset Register.

Applicants must be able to demonstrate that they have the relevant experience, be motivated, community focussed and possess excellent communication and organisational skills. Ideally applicants must have a working knowledge of local government laws and procedures, H&S Policy and management and risk in all operations.

Attendance at evening meetings and weekend events will be required.

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 and the ability to communicate through the medium of Welsh is desirable.

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

#### **Please note:**

- **The closing date for the receipt of applications is 12 noon on Wednesday 3<sup>rd</sup> August 2022.**
- **Formal interviews will take place on Tuesday 9<sup>th</sup> August 2022.**
- **It is hoped that the new Property & Facilities Officer will commence their role around 19<sup>th</sup> September 2022.**