



MAGOR
WITH UNDY
TOWN COUNCIL

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admin@magorundy.co.uk

www.magorundy.org.uk

Business and Project Support Officer

SCP 11 - £25,979 pro rata - 25 hours per week

Magor with Undy Town Council are seeking a reliable, trustworthy and driven individual to join our team, working 25 hours per week supporting the efficient discharge of council business. Council would welcome applications from anyone interested in playing a vital role in supporting the Clerk to the Council, in implementing Council decisions to ensure our community is a great place to live, work and visit.

If you are passionate about Magor with Undy and have a “can do” attitude, then we would love to hear from you.

The Business and Project Support Officer will support the Council’s day-to-day business, ensuring the smooth administration and management of the Council’s services, projects, and affairs. The successful candidate will carry out a range of administrative, financial and project support tasks as directed by the Town Clerk.

The jobholder will be a member of the Council’s office team and will deputise and cover for some duties of the Town Clerk when they are absent from the office.

For enquiries and an application pack, please contact:

William S Lewis, Clerk to the Council, Magor with Undy Town Council
The Hayloft, Rear of Post Office House, Magor Square, Caldicot NP26 3EP
Telephone: 01633882842 or email: admin@magorundy.org.uk

***Closing date for applications; Thursday 21st March at 11.59pm.
Applications to be submitted by email to admin@magorundy.org.uk***