



## Advertisement for the post of Clerk to the Council

### MAWR COMMUNITY COUNCIL

#### APPOINTMENT OF CLERK

Salary within grade LC3 (Below Substantive Range)  
(SCP 33 – 36 - £41,418 - £44,428 pro rata) Part-time  
(30 hours per week)

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), highly motivated, enthusiastic and community focused, you will bring sound leadership, staff management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

We offer excellent nationally based terms and conditions of employment for this post which will involve working evenings and weekends

The Council will also accept applications for individuals interested in the Clerk only role who are less qualified.

This position will be at grade LC2 (Above Substantive Range) (SCP 29 - 32 - £38,626 pro rata) Part-time  
(22 hours per week)

**Please call** Susan Rodaway **on** 07732 037959 **or email** [rfo@mawrcommunitycouncil.cymru](mailto:rfo@mawrcommunitycouncil.cymru) **for a recruitment pack and an application form.**

**Closing date for applications:** 14/01/2025

Mawr Community Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.