



CLERK VACANCY

30 HOURS PER WEEK

Grade 11 SCP 45 Salary £54,975 (based on 37 hours per week)

Pontypool Community Council is proud to serve the people of the community promoting community development and providing a range of facilities for the community which play a prominent part in the life of its residents.

The Community Council is seeking to appoint a forward thinking and proactive Clerk (part time appointment – 30 hours per week) to be responsible for the managerial and administrative operation of the Council.

The Clerk is accountable to the Council for the effective management of all its resources and to work with Councillors to ensure the Community Council provides quality and well-maintained services for the community.

Applicants for this post must be able to demonstrate a capacity to think and act strategically; the capacity to successfully represent the Council in discussions with external bodies; competent IT skills; and a willingness to pursue training opportunities.

Applicants must hold the **Certificate in Local Council Administration (CiLCA)** or be working their way towards it and will be expected to demonstrate extensive knowledge of local government law and financial procedures and have significant managerial experience within the Community and Town Council sector.

Applicants are required to submit, electronically or in writing, the job application form and include a separate statement indicating why they are interested in the role and what relevant skills and experience they would bring to the Community Council.

Applicants are invited to contact the office on the email address below to request the detailed job description/person specification and application form or by calling 01495 365951 to arrange an informal discussion.

Application forms needs to be returned to HR@pontypoolcc.gov.uk

Closing date: Sunday 16th March 2025

Interview date: Monday 24th March 2025