



Pontypool Community Council

Deputy Clerk Vacancy

30 Hours per week

Grade / Salary: 7/8 Scale Points 23 TO 31 £32076 – £39186
(based on 37 hours per week, pro rata to hours contracted)
DEPENDENT ON EXPERIENCE/QUALIFICATION

Pontypool Community Council is looking to appoint a highly organised and committed Deputy Clerk to undertake this key role to support the Clerk and the elected Councillors in achieving their aims and aspirations for the Community Council.

The Deputy Clerk will support the Clerk and deputise in their absence, ensuring that the instructions of the Council are actioned, to ensure the Community Council provides quality and well-maintained services for the community. The role requires excellent committee and administrative experience in a local authority or a similar environment, with a sound knowledge of local government systems and procedures.

Applicants should demonstrate good knowledge of local government law within the Community Council sector.

Applicants should be qualified in Local Council Administration with either (ILCA) or CiLCA qualifications (or working their way towards these).

The successful applicant would preferably have knowledge of the Welsh language.

Application forms need to be returned to HR@pontypoolcc.gov.uk outlining what relevant skills and experience they would bring to the Community Council.

Applicants may contact the Clerk on the above email address, or by calling 01495 365952 for an informal discussion.

Applications are welcome in English or in Welsh. Each application will be treated equally.

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

Closing date: Midday on Monday 13th May 2024

Interview date: Tuesday 28th May 2024