



CYNGOR TREF  
PONTYPRIDD  
TOWN COUNCIL

## **COMMUNITY AND PROJECTS DEVELOPMENT OFFICER**

**20 hours per week**

**Actual Salary: £14,740 (based on NJC SCP 11 FTE £27,269 pa)**

**This post is funded until 31<sup>st</sup> March 2026 after which a decision will be made on retaining the role subject to funding.**

Following a review of the Town Council's community engagement work and the asset transfer of a local community centre into our community asset portfolio, the Town Council wish to recruit an energetic Community and Projects Development Officer who will work closely with the Community Development Manager and her team to implement our community engagement plans using various assets across the Town Council area.

This role will be crucial in continuing the work of establishing the Town Council as a key anchor organisation within the area and ideally will develop or community engagement strategy as part of the Council's Forward Development Plan (which is available on our website). This role will be fundamental to the ongoing work of the Community Development Team. The right candidate for the post will be creative and enthusiastic and be excited to work with us to expand and enhance our community offering and help establish new projects at our various community hubs. Ideally you will have previous experience of working in community and project development work, dealing with community groups and the public and initiating forward facing projects and events. If you feel you meet the requirements, then please contact us.

There will be an opportunity to join the Local Government Pension Scheme.

Please apply using the application form answering all questions and addressing the job description and person specification in detail. The application form should be submitted along with a covering letter and no CVs are required. The closing date for applications is Sunday 9<sup>th</sup> March at midnight. Interviews will take place week beginning Monday 17<sup>th</sup> March.

To apply please visit: [Latest Staff and Casual Vacancies \(pontypriddtowncouncil.gov.uk\)](https://www.pontypriddtowncouncil.gov.uk/latest-staff-and-casual-vacancies)

For further information please email [info@pontypriddtowncouncil.gov.uk](mailto:info@pontypriddtowncouncil.gov.uk) or telephone: 01443 490740.