



## TRELLECH UNITED COMMUNITY COUNCIL

### CLERK TO THE COUNCIL

GRADE LC2 (18 - 28) 45 hours per month  
£15.21 to £19.05 per hour depending on experience

We are seeking an enthusiastic, highly motivated, organised and committed individual with an interest in the local community to take on this responsible role. We are a vibrant and diverse community within the Wye Valley National Landscape consisting of 7 village wards and 14 councillors.

The position requires an individual with excellent IT skills and experience in administration, plus an ability to work within local government law and procedures. Ability to manage and work collaboratively with the existing RFO is required. Experience in local government or town/Community Council work is desirable. Further training as required will be facilitated by the Council.

Working mainly from home on a flexible basis, there is a requirement to attend monthly Council evening meetings along with occasional daytime events. Office equipment and consumables will be provided by the Council and a home working allowance of £26.00 per month will be paid. You will be required to provide a safe and secure working environment. You are expected to have your own transport and a full driving licence.

Please see the [TUCC website](http://www.trellechunited-cc.gov.uk) for a full job description and application form or contact the Clerk at [admin@trellechunited-cc.gov.uk](mailto:admin@trellechunited-cc.gov.uk)

Closing date for applications: Thursday 5<sup>th</sup> September  
Interviews will be held on: Friday 13<sup>th</sup> September