



Community Council Clerk Vacancy

Grade / Salary: 11 Point 45 – 50 £49,705 - £54,711
(based on 37 hours per week, pro rata to hours contracted)

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.

Pontypool Community Council is seeking to appoint a forward thinking and proactive Clerk (part time appointment – 30 hours a 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 preferably hold the **Certificate in Local Council Administration (CILCA)** or 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 Town and Community Council sector.

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

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

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

Closing date: Midnight on 18 August 2022