



North Wales Development Officer

£19.19 per hour, minimum 22 hours per week (£36922 FTE - pro rata £21954).

Permanent. **Closing date 19 January 2025 (Midnight)**

One Voice Wales is the principal organisation for community and town councils in Wales, providing a strong voice to represent community and town councils' interests at national level. It provides a range of high-quality services to support their work, including information and advisory services, policy and procedural support, training and development services, consultancy and representation and promotion of the sector.

One Voice Wales is seeking a dynamic and proactive individual to join our team and take on the role of **Development Officer for North Wales**.

About the Role

You will play a key role in developing and maintaining a close and effective working relationship supporting and strengthening our member councils. Your responsibilities will include:

- Serving as the primary contact for member councils in providing expert advice and guidance.
- Organising and managing Area Committee meetings, including guest speakers and minute taking.
- Driving membership growth by engaging with councils.
- Crafting engaging and informative monthly e-bulletins.

What We're Looking For

To thrive in this role, you'll need:

- A sound understanding of local government in Wales, especially community and town councils.
- Exceptional interpersonal skills, with fluency in the Welsh language being essential.
- The ability to work independently (this is a home-based position) and as an integral part of a collaborative team.
- Strong ICT skills and an eye for detail.

A sector-based qualification would be a bonus, and while hours are flexible, some evening and occasional Saturday commitments will be required.

Why Join Us?

This is more than just a job—it's an opportunity to make a real difference by supporting local councils to deliver for their communities and to deliver a better Wales for future generations.

If you have any queries, or would like more information, please telephone 01269 595400 or email admin@onevoicewales.wales

For further details of the post, including the job description, person specification and application form, please click on the following link: <http://www.onevoicewales.org.uk/>

PLEASE NOTE: CV's WILL NOT BE ACCEPTED