

Job Description: Part-Time Assistant Clerk to Clydach Community Council
Job Title: Assistant Clerk to the Community Council
Hours: 16 hours per week (flexible working may be considered)
Location: Clydach, Swansea
Salary: Local Government Salary Scale 12 to 17 £27,711 to £30,060 Pro Rata

Background

Clydach is a vibrant village situated in the lower Swansea Valley, rich in history and community spirit. The village is home to a range of amenities, from its picturesque parks and canal walks to its thriving local businesses and community spaces. The Community Council plays a vital role in maintaining and enhancing these aspects of village life, providing support and services to residents and fostering a strong sense of togetherness.

The Community Council operates two key buildings within Clydach, which include a café, a nursery, and multi-purpose spaces for community groups, clubs, and societies to host activities. These buildings are integral to the social and cultural fabric of the village, and this new role will support the effective running of these facilities and the wider work of the Community Council.

Purpose of the Role

The Assistant Clerk will provide essential support to the Clerk to the Council, members of the Community Council, and the wider Clydach community. This exciting new role offers an opportunity to contribute directly to the development of the village and its facilities, ensuring they remain accessible and welcoming to all. A key responsibility will be assisting in the execution of the Community Council's three-year plan, which focuses on enhancing services, fostering community engagement, and improving local infrastructure.

The role also offers ongoing professional learning, allowing the successful candidate to develop their skills and knowledge within the local government sector, contributing to the continued success of Clydach Community Council.

Key Responsibilities

1. Administrative Support:

- Assist the Clerk with preparing agendas, minutes, and reports for Council meetings.
- Handle correspondence, enquiries, and record-keeping in an organised and professional manner.
- Support the Clerk in monitoring budgets and preparing finance reports for full council or committees where appropriate.

- Maintain records and filing systems, both electronic and physical.
- Deputise for the Clerk where necessary, including attending weekend events, evening meetings, and taking minutes.

2. Community Engagement:

- Support the Council in liaising with residents, community groups, and local stakeholders.
- Assist in promoting the Council's work and the use of community facilities.
- Act as a friendly and approachable point of contact for the community.

3. Facilities Management:

- Work with the Clerk and other team members to ensure the smooth running of the Council's buildings, including the café and nursery.
- Help coordinate bookings and activities for community groups and societies.
- Monitor and address any issues with the buildings, ensuring they remain safe and welcoming.

4. Plan Execution:

- Support the Clerk and Council members in implementing the Community Council's three-year plan.
- Assist in monitoring progress against the plan's objectives and reporting on milestones.
- Work with committees as required to ensure progress is made towards the three-year plan.

5. Team Collaboration:

- Work closely with the Clerk, Council members, and other staff to ensure the efficient operation of the Council's services.
- Provide cover for the Clerk as required, ensuring continuity of service.

6. Professional Learning:

- Take part in necessary training and development opportunities to build knowledge and skills in order to work in community councils.
- Be willing to undertake relevant training, such as the Introduction to Local Council Administration (ILCA) and Finance in Local Council Administration (FiLCA) as part of your continued professional development.

7. Line Management:

- The Assistant Clerk will be line managed by the Clerk to the Council, who will provide guidance and support to ensure the smooth running of the role and responsibilities.

Person Specification

Essential:

- Excellent organisational and administrative skills.
- Strong communication and interpersonal abilities.
- Proficient in Microsoft Office and general IT skills.
- Ability to work independently and as part of a team.
- A commitment to serving the community and promoting its well-being.

Desirable:

- Experience in local government, public services or community-based roles.
- Knowledge of Clydach and its surrounding area.
- Willingness to undertake further training and professional development.
- Experience of local government accounts, audits and budget setting.

What We Offer:

- A supportive and friendly working environment in a community-focused role.
- Flexible working arrangements.
- Local Government Pension and associated benefits.
- Ongoing training and professional learning, including opportunities to gain qualifications relevant to the role.

How to Apply

If you are committed to working in our community and contributing to the vibrant life of Clydach, we would welcome your application. Please complete the application and submit to cilrevejackson@clydach.wales. When applying for this post, it is recommended that you use the person specification to structure your personal statement, which is required to be selected for an interview.

Closing Date: 21st February 2025

Clydach Community Council is an equal opportunities employer and welcomes applications from all sections of the community.