



**Cefn Community Council  
Are looking to appoint a  
Community Agent**

**16 hours per week confirmed plus an extra 5 hours whilst funding is secured.  
£10.90 per hour plus travel expenses  
12-month contract (potential for extension – subject to funding)**

Are you committed to supporting individuals and isolated people living in Cefn community area?

We are seeking to recruit a Community Agent for Cefn Community (covers Cefn, Plas Madoc, Rhosymedre & Cefn Bychan, Acrefair & Penybryn Wards). Full training and support will be provided but you must know the area well. The Community Agent will work to connect people in the community to the services and support that they need, reporting to the Clerk of the Community Council.

Community Agents will seek to ensure that individuals and isolated people over 50 can access the services and support needed. This involves building local support networks, acting to bridge the gap between individual residents and statutory organisations; and signposting to other services and agencies.

Making the most of local activities and services is a good way to keep fit, active and independent, but not everyone knows what is available. People with health or other difficulties may need that bit of help to access and benefit from activities and services available to everyone. Community Agents will build relationships with organisations such as the Police, PCSO's, Fire Service, Ambulance Service, GP's, local libraries and housing groups to ensure that more vulnerable and isolated people have access to the support provided.

**Outline terms and conditions**

- 1. Period:** 12 months from January 2024
- 2. Working hours:** 16 hours per week confirmed & 5 extra hours whilst funding is secured
- 3. Place of work:** Office based; but much of role will be meeting clients in their homes or at community facilities.
- 4. Salary:** £9068.80 per annum plus £2834.00 for additional 5 hours
- 5. Expenses:** Mileage is paid at 45p/mile for car users
- 6. Line Management:** The post holder reports to the Clerk of the Community Council

**Recruitment Process**

For an application form or more information about the role please contact Mrs T Nicholls-Smith, Clerk to Cefn Community Council, George Edwards Hall, Well Street, Cefn Mawr, Wrexham LL14 3AE  
Email: [clerk@cefncommunitycouncil.gov.uk](mailto:clerk@cefncommunitycouncil.gov.uk) Tel: 01978 821298

The application deadline is close of business 5.00pm on **Friday 5<sup>th</sup> January 2024**