



CEFN COMMUNITY COUNCIL CYNGOR CYMUNED CEFN

Wishes to recruit an

ADMINISTRATION OFFICER

As Cefn Community Council activities have expanded and diversified, we are looking for a keen and enthusiastic Administration Officer to expand our small and friendly team. Working with the public and our sixteen councillors will be just one aspect of the job.

A key element of this new post will be the administration support to the Clerk/RFO which enables the day-to-day business of the Community Council to be undertaken efficiently and effectively.

You will need to be an experienced administration officer who can provide a consistently high standard of customer service. An eye for detail and accuracy are essential in this varied role.

You must be available to attend evening meetings and occasional weekend events.

If you thrive in a small but busy working environment, like a challenge, enjoy dealing with customer queries, have a positive attitude and want to stretch your skills as part of a team, we very much look forward to hearing from you.

Hours: 16 Hours per week permanent & 10 extra hours temporary for twelve months
total hours 26 hours per week (to be reviewed November 2025)

Salary: £12.63/hour – NALC scale 7 £24300 p.a. (pro rata based on contracted hours)
Plus option to join Local Government Pension Scheme

Please contact Trina Nicholls-Smith, Clerk for any further information on 01978 821298

Please email clerk@cefncommunitycouncil.gov.uk to request the full job description, employee specification and application form.

Closing date: Friday 11th October 2024 Interviews to take place W/C 14th October 2024

Cefn Community Council is committed to equal opportunities.