

**LLANNON COMMUNITY COUNCIL**

**FACILITIES & ADMINISTRATION ASSISTANT**

An exciting opportunity has arisen at Llannon Community Council to appoint a Facilities & Administration Assistant, committed to public service.

The Council is currently adapting to the challenges and opportunities created by the need to further develop as a progressive Council. The Facilities & Administration Assistant will work with the Clerk, Deputy-Clerk and Property & Facilities Officer to ensure that the instructions of the Council are carried out.

The Facilities & Administration Assistant will also be expected manage the Council’s Cemetery Applications and Burial Records. Applicants must be able to demonstrate that they have the relevant experience, be highly motivated, community focussed and possess excellent communication and organisational skills.

Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted.

The Council has fifteen councillors and committees covering Finance and Audit, Personnel, Environment, Policy Review, Tumble Hall and Risk Assessments. The Council has representatives on many groups and organisations. There are currently seven members of staff.

Llannon Community Council aims to deliver services of the highest quality whilst providing value for money. It endeavours to promote the wishes of residents through consultation and conducting its business in an open and democratic manner.

A full driving licence and access to a car is essential. The ability to communicate through the medium of Welsh is desirable.

For further information or to request the Application Pack, please contact the Clerk, Mrs Clare Hope via email at: llannonccclerk@outlook.com

**Please note:**

* **The closing date for the receipt of applications is 12 noon on Monday 1st August 2022.**
* **Formal interviews will take place on Tuesday 9th August 2022.**
* **It is hoped that the new Facilities and Administration Assistant will commence their role around 19th September 2022.**

**FACILITIES & ADMINISTRATION ASSISTANT JOB DESCRIPTION**

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| Job Grade: | SCP LC2 SCP 7-12 - £20,444 - £22,571 (pro-rata) Depending on qualifications and experience |
| Contracted Hours: | 20 hours per week  |
| Contracted Days: | Monday — Friday inclusive (days to be agreed) |
| Contract Type: | Part-Time — Permanent |
| Responsible To: | Clerk |
| Based At: | Tumble Hall, Heol-y-Neuadd, Tumble, Llanelli, SA14 6HR. |
| Car User: | Casual User Only |

**Main Duties and Responsibilities**

* To work with and as directed by the Clerk to gain an understanding and knowledge of the work undertaken by the Council.
* General office administration including responding to queries, complaints, and requests for information. Promoting the good public relations of the Council in the way these activities are handled and referring non routine enquires to the Clerk.
* To be responsible for Cemetery bookings and the maintenance of the Council’s Burial Records.
* If required, to attend meetings of the Council and its committees, and alongside the Clerk prepare agendas and minutes for the meetings.
* To obtain quotes and place orders for supplies and works instructed by the Clerk.
* To regularly update and monitor the Council’s website and social media accounts as required.
* To assist in the production and organisation of the distribution of regular newsletters, promotional material and other Council publications if required.
* To assist with organising Council events.
* To assist with Hall bookings, Monday to Friday.
* To cover other colleague’s duties during their absence as and when required.
* To attend training courses or seminars as required by the Clerk or the Council.
* To undertake any other duties as appropriate to the post.

**EMPLOYEE SPECIFICATION**

**DEPUTY CLERK**

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|  | **Essential** | **Desirable** |
| **Educational****Qualifications** | iLCA Qualified |  Educated to degree level or equivalent  |
| **Work Experience** | Previous Administrative experience. |  |
|  | Practical experience of servicing committees. | Availability to attend evening Council meetings. |
|  | Experience of taking cemetery bookings, liaising with families and keeping accurate burial records. |  |
|  |  | Knowledge of local government legal and regulatory requirements |
|  | Experience of working with financial accounts or a willingness to learn. | Administration and/or book-keeping qualifications |
|  | Experience of working to deadlines in a structured environment |  |
| **Skills, Knowledge and aptitude** | ICT Literate and competent user of MS Office software |  |
|  |  | Working knowledge and understanding of Council practice and functions.Working knowledge of procedures, roles, duties and responsibilities of Community Councils. |
|  | Communication skills: face to face, written, social media and website |  |
|  | Able to work on own initiative and as part of a team |  |
|  | Well organised and able to prioritise workload |  |
|  | Have a welcoming, friendly, open manner and an ability to talk to and engage people from a range of backgrounds. |  |
| **Other** | Committed to continuous development within the sector |  |
|  | Ability to work flexibly, including attending evening meetings and weekend events |  |
|  | Full clean driving licence and own transport |  |
|  |  | The ability to communicate through the medium of Welsh |