



NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT Y GLO A BLAENAU

Vacancy for an Assistant Officer

Nantyglo & Blaina Town Council is seeking to appoint an efficient and multi skilled individual for this varied, responsible and rewarding role of Assistant Officer.

The Assistant Officer will assist the Town Clerk / RFO in all aspects of the Council's work, ensuring that the instructions of the Town Council in connection with its function as a local authority are properly actioned.

The Assistant officer will organise and facilitate the Council's programme of events and attend all relevant meetings. Additionally, the Assistant Officer will provide administrative, financial, IT & social media support.

The role varies from day to day and the successful person appointed will have a flexible can-do approach, with enthusiasm and demonstrable commitment to growing in the role.

The role is part time at 18 hours per week (over 4 days per week and will include Fridays).

Salary: NALC scale scp 11 - £27,269 pro rata (£14.13 per hour)

Working hours to be agreed (will include Fridays) and will include regular evening meetings and with occasional out of hours work supporting community events which requires flexibility on the part of the post-holder.

Entry to the Local Government Pension scheme is available and ongoing training and professional learning is required.

For further information: including Job Description, Person Specification and Application Form, please see the website

www.nantygloandblainatc.co.uk

or contact the Town Clerk – clerk@nantygloandblainatc.co.uk

Please note: CVs without an application will NOT be considered or responded to – an application form MUST be completed.

The closing date for receipt of applications is midnight on Sunday 30th March 2025