



Glynneath Town Council

Town Clerk

Are you passionate about your local community? Are you a careful administrator, a good communicator and an enthusiastic manager? Would you consider joining Glynneath Town Council as its new Town Clerk?

The Council is looking for a dynamic and innovative individual to lead the Council into the future. The successful candidate will need to build positive relationships with Councillors, staff, residents, community groups, businesses and other local organisations. You will also lead and manage our dedicated team of 5 staff and take overall responsibility for all administrative functions.

In addition, you will be responsible for a wide range of community services including the Welfare Park, cemetery, community centre and the Town Hall.

Ideally, we are seeking CiLCA qualified candidates with a minimum of 2 years experience in a similar role.

We are offering 30 hours per week with considerable flexibility. The salary is within the above substantive range of NJC band LC2 (29-32) (£32,910 - £35,745) pro-rata. The package includes the equivalent of 24 days paid leave plus public holidays and a generous local government pension scheme. The role includes some evening and occasional weekend working.

If you would like to find out more then please contact Joanna van Tonder on asstclerk@glynneathtowncouncil.gov.uk or 07592 383523.

A recruitment pack and application form (required for all applicants) can be obtained from the Town Council's website <http://www.glynneathtowncouncil.gov.uk/news/> or on request from Joanna using the details above.

Closing date for applications is 12 noon on Wednesday, 13th January 2021.

The Council reserves the right to extend the deadline for applications in the event insufficient applications are received.