



# Glynneath Town Council

(as part of the Upper Neath Valley Development Cluster)

## Part time Project Development Officer

Initial 6 month fixed-term contract  
(20 – 22 hours @ £30,784 - £33,670 FTE)

### About Us

The Upper Neath Valley Development Cluster (UNVDC) is a collaboration between the Councils of Glynneath, Resolven, Blaengwrach and Melincourt & Clyne, set up to facilitate the creation of this role in order to carry out a community development strategy that identifies and delivers projects of benefit to the communities of the Upper Neath Valley.

### The Opportunity

An excellent opportunity has arisen for a self-motivated and confident individual to join the UNVDC as the Project Development Officer.

This role will enable you to use your organisational and communication skills to build relationships with both community groups and other key stakeholders, and funders alike. You will use your experience of project management and grant funding to develop and implement projects that improve tourism in the area, enhance existing assets and improve transport access.

### Key responsibilities of the role include:

- Develop project proposals in line with the cluster objectives
- Identify funding opportunities; facilitate, co-ordinate and oversee the monitoring and evaluation of grant applications / grants received
- Reporting back to the UNVDC Committee and addressing member councils from time to time
- Oversee the delivery of the projects
- Negotiating grant contracts

If you have the skills and desire to take on this exciting project, please see our job description and person specification for more details. These, together with the application form can be found on Glynneath Town Council's website:

<https://www.glynneathtowncouncil.gov.uk/the-council/notices>

### How to Apply

Please complete the application form and return via e-mail to the address below. CV submissions will not be considered. Interviews will be held between 16 - 18<sup>th</sup> August 2021.

### Closing date

The closing date for this position is **Wednesday 11<sup>th</sup> August 2021 – 5pm.**

If you would like further information, please contact Joanna on 07592 383523 or e-mail [clerk@glynneathtowncouncil.gov.uk](mailto:clerk@glynneathtowncouncil.gov.uk)

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Ariennir y swydd hon yn rhannol drwy Gymunedau Gwledig Llywodraeth Cymru - Rhaglen Datblygu Gwledig Cymru 2014-2020 a gyllidwyd gan Lywodraeth Cymru a'r Undeb Ewropeaidd.



**Cronfa Amaethyddol Ewrop ar  
gyfer Datblygu Gwledig:**  
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig

**European Agricultural Fund for  
Rural Development:**  
Europe Investing in Rural Areas



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**Llywodraeth Cymru  
Welsh Government**