



## **CYNGOR TREF TREFFYNNON HOLYWELL TOWN COUNCIL**

### **VACANCY NOTICE**

#### **Support Officer - 25 hours per week**

***Salary scale up to max. LC2 SCP19 depending on experience  
£25,927 WTE (Pay Award Pending) (Pro Rata Equivalent £17,518)***

The Council is looking to recruit a Support Officer to assist the Town Clerk in providing a comprehensive administrative support service to its elected members. The Council serves both the Holywell and Greenfield towns with a combined population of circa 12,000.

The Support Officer's duties include managing the Council's website and social media operations, managing the Mayoral diary, and assisting with the annual Civic Service and Charity Ball, assisting with the organising and running of events, and assisting the Clerk with the back office operations of the Council including procurement, payments and banking arrangements.

The role is office based but attendance at some evening meetings will be required, which can be for meetings held either in person or remotely. The role of local councils is constantly evolving, and the successful applicant must be capable of adapting to a varied and challenging work environment and must be able to work on their own initiative.

The ability to speak Welsh is desirable but not essential. Previous experience in a local council or local government environment would be desirable.

The Support Officer would be expected to undertake training and/or attend relevant courses as deemed necessary and appropriate for the role. There would be scope for development in this role along a career pathway in the local council sector.

Local Government conditions of service will apply including membership of the Clwyd Pension Fund.

**For an informal discussion and to request an application pack please contact Jason Baker, Town Clerk on 07527 913235, or email enquiries to [town.clerk@hollywell.wales](mailto:town.clerk@hollywell.wales). The closing date for applications is 5.00pm on Friday 19<sup>th</sup> August 2022, with interviews of candidates expected to take place towards the end of August.**