

Llantwit Major Town Council

Deputy Town Clerk

(£30,559 per annum pro rata)

The salary and conditions will be in accordance with the recommendations of the NALC/SLCC
Conditions of Service for Clerks of Local Councils 2004.

A vacancy has arisen for a permanent, part time (30 hours per week) position of Deputy Town Clerk to assist in administration of this progressive local authority. Hours of work will be 9am – 1pm and 2pm – 4pm, Monday to Friday, with requirement to also work occasional evening and weekends to attend meetings and events.

We are seeking a motivated person to work within our Town Council office, to assist in the process of developing improvement plans for the Council's services and activities, alongside being a link for community groups, overseeing the publication of relevant Council information that promotes the town and the council's activities.

The ideal candidate should be able to demonstrate a good understanding of local government law, procedures and protocol. An understanding of the Green Book and previous experience of working in a Town or Parish Council would be advantageous.

Experience in administration and ability to demonstrate commitment and enthusiasm are essential.

Llantwit Major Town Council is an Equal Opportunities Employer, and a copy of our Equal Opportunities Policy can be provided upon request.

An application form, job description and person specification can be obtained from:

Llantwit Major Town Council
Town Hall
Llantwit Major
Vale of Glamorgan
CF61 1SB
01446 793707
info@llantwitmajortowncouncil.gov.uk

Closing date: Friday 30th May 2025

Interview date: Thursday 12th June 2025