

LISVANE COMMUNITY COUNCIL
VACANCY: ADMINISTRATIVE OFFICER

Applications are invited for the post of Administrative Officer to Lisvane Community Council (LCC). The duties include working closely with the Clerk to the Council and attending the Community Council's monthly evening meetings, dealing with correspondence and occasionally preparing minutes. Further information on Lisvane Community Council's activities can be seen on the community website (lisvanecommunity.org.uk)

The Administrative Officer is also responsible for working closely with LOSCC (Lisvane Old School Community Centre) which is a registered charity. Responsibilities include attending bi-monthly meetings of Trustees, dealing with emails and correspondence, ordering and arranging contracts along with working with the Clerk to manage the day to day smooth running of the Lisvane Old School Community Centre which will represent a substantial part of the role.

Local knowledge of Lisvane is desirable but not essential. Full Training for the post is available.

The post involves an average of 20 hours per week. The salary and conditions of employment will be in accordance with the National Association of Local Councils (NALC) and the starting point will depend on experience and qualifications.

The current NALC pay scale (SCP2 and rising to SCP6) hourly rate ranges from £11.62 to £12.42.

The post is pensionable as LCC is a member of the LGPS (Local Government Pension Scheme)

For a job description, an application form and further details of how to apply, contact

Haydn Davies

7 Cherry Orchard Road, Lisvane, Cardiff, CF14 0UD

Email: clerk.lisvanecc@btinternet.com

or telephone number 07979 530278

Closing date for applications is Friday 26 April 2024