

**PENMAENMAWR TOWN COUNCIL
RECRUITMENT OF PART-TIME ASSISTANT ADMINISTRATIVE
OFFICER (15 hours per week)**

**Salary Scale LC1 (new) Scp. 7 (£19,554 pro-rata)
(equates to £10.16 per hour)**

Penmaenmawr Town Council is an active council of thirteen councillors, which is evolving with an ever-changing role within the community council sector. The Council's mission is to enhance the social, economic, and environmental welfare of the residents and visitors of Penmaenmawr.

Due to an expanding role in the community, the Council is seeking to appoint a part-time administrative officer and can offer the successful candidate a varied and rewarding position. This position is designed to provide general administrative support to the town clerk in his duties. Experience in administration or bookkeeping would be a distinct advantage, although applications from anyone with a strong work ethic, excellent organisations skills and a 'can-do' attitude are welcome.

The post holder may be asked to cover for the clerk during periods of annual leave or alternative engagements.

This is a progressive role and ongoing training will be available. The Town Council is an equal opportunities employer.

The closing date for the receipt of applications is 12 noon on 16th September 2020; interviews are planned for the following week.

Please request an application pack from clerk@penmaenmawr.org or visit the [website: https://penmaenmawr.org/](https://penmaenmawr.org/)

If you wish to have an informal discussion about the post, please contact the Town Clerk, Martin Hanks on 01492 623221 or at the above email address.