



ONE VOICE WALES

GOVERNANCE AND DIGITAL COMMUNICATIONS SUPPORT OFFICER (20 hours per week on average)

SALARY : £31390 per annum pro rata (Pay Award pending)

This is a new post designed to enhance the provision of governance support in relation to a range of Committee and Working Parties; to maintain our website; establish and administer social media communications; assist with the organisation of remote conferences and policy seminars; and to provide general administrative support.

Working predominantly from home with some evening work required and occasional weekends you will need to demonstrate that you have good interpersonal and communication skills, high level IT skills; excellent minute taking ability and the ability to organise your workload with minimal supervision. We are looking for a motivating and enthusiastic individual with the personality and credibility that engages the confidence of councillors, staff, partners and stakeholders.

A home working allowance is payable.

(One Voice Wales is the national representative body for Community and Town Councils in Wales, providing a strong voice representing the councils' interests and a range of high-quality services to support their work including information and advisory services, policy and procedures support, training and development services, consultancy services, and representation and promotion of the sector).

The job description and application form for this post is contained on the front page of our website - <http://www.onevoicewales.org.uk/OVWWeb/Default.aspx>

CLOSING DATE – Midnight on 22 SEPTEMBER 2023

Your completed application form must be emailed to our Associate HR Consultant by the closing date whose email address is

jonathan.lazenbyOVW@gmail.com

