**CYNGOR TREF PONTARDDULAIS TOWN COUNCIL**

**Appointment of Grants Officer (part time)**

Pontarddulais Town Council is seeking an experienced person to assist the Clerk with:

* Researching and submitting grant funding applications;
* “Shadowing” and familiarizing oneself with the Clerk’s duties;
* Support the development of the Council’s strategic direction and plan.

Applicants must have experience of administration, customer service, accounting, competent IT skills and a good understanding of local government practices, procedures and protocol.

Hours of work: Minimum of 8 hours per week (working days are flexible). This position is home-based, but some travel within the Pontarddulais area will be necessary.

Job Type: Part-time, Temporary Contract - Minimum 6 Months

Experience:

● Voluntary/Third Sector

● Completion of Funding Applications

● General Administration

Salary: £12.50 per hour (negotiable depending on experience)

Notice: 1 week for the first month and 1 month thereafter.

A CV should be forwarded to:

The Clerk to the Council

The Institute

45 St Teilo Street

Pontarddulais

Swansea

SA4 8SY

OR by email to [clerk@pontarddulaistowncouncil.gov.uk](mailto:clerk@pontarddulaistowncouncil.gov.uk)

Further information on the Town Council can be obtained by visiting [www.pontarddulaistowncouncil.gov.uk](http://www.pontarddulaistowncouncil.gov.uk)

Closing date for applications: 27th June 2021