

**PONTARDDULAIS TOWN COUNCIL
APPOINTMENT OF FACILITIES MANAGER**

Salary within grade LC1 15 (£27,803 p.a. - pro-rata)
Part-time (14 hours per week)

The Council is seeking highly organised and committed applicants to undertake this varied role which is responsible for aspects of clerical and council work, including facilities management. The post is interesting and challenging in its variety and a flexible approach is essential.

You will need therefore to be enthusiastic and flexible with excellent organisation, administrative, inter-personal, and IT skills, in order to work successfully with other staff, Councillors, external organisations, stakeholders and the community.

Ideally you should possess a Facilities Management or relevant qualification and have a sound understanding of local authority organisation and management.

The post is part-time (14 hours per week) and some evening meeting attendance is required.

An application form is available on the Pontarddulais Town Council website, and should be returned by email to clerk@pontarddulaistowncouncil.gov.uk. Hard copies can be sent to 45 St Teilo Street, Pontarddulais, Swansea SA4 8SY

**For further information please call Clerk to the Council on 07939 592168 or
Councillor A. Wilson on 01792 885532, or email the Clerk at
clerk@pontarddulaistowncouncil.gov.uk**

**Closing date for applications: 5pm, 25th April 2024
Interviews to take place on Wednesday 8th May 2024**

Pontarddulais Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.