



# **OGMORE VALLEY COMMUNITY COUNCIL CYNGOR CYMUNED OGMORE VALLEY**

## **V A C A N C Y**

### **Clerk of the Council**

Salary £15 per hour – 20 hours per week

We are not just looking for someone to carry out the administrative functions of the role of the Clerk but a person who will be able to help our community grow and develop.

Commitment to continual professional development and training is essential. Working towards obtaining the relevant qualifications for a Clerk.

Hours of work include servicing the Council and Committee meetings plus approved overtime for training and learning.

Travelling expenses reimbursed at 45p per mile.

Childcare support can be provided for up to £500 per annum.

Working at home allowance of £18 per calendar month.

An initial probation period of 6 months.

Further information including job description/specification available from the current Temporary RFO/Assistant Clerk of the Council.

Application to include a CV with a covering letter submitted by email to:

Laura Williams  
Temporary RFO/Assistant Clerk of the Council  
E: [ogmorevalleyccrfo@gmail.com](mailto:ogmorevalleyccrfo@gmail.com)  
T: 07870 474 670

Closing date: 12pm Friday 14<sup>th</sup> August 2020