

Clerk - Whitland Town Council
Mayor's Parlour
Whitland Town Hall
Whitland
Carmarthenshire



Part Time Town Development and Events Co-ordinator for Whitland.

Whitland Town Council is looking for an enthusiastic and well-organised Town Development and Events Co-ordinator.

14 hours per week - Commencing salary £16.02 per hour (NCAL Pay Scale 21 £30,825 per annum pro rata equivalent)

This role will support within the following areas:

Main Purpose of Job

- To undertake, as part of a team, the delivery of a quality communications operation that will deliver an agreed programme of campaigns to its required target audience.
- To be responsible for creating and delivering specific PR campaigns as part of the forward work programme. These to include individual and joint initiatives.
- To lead on certain campaigns identified within the forward work programme. These to include the work of specific campaigns such as regeneration projects.
- This work is in line with the Whitland Town Council's aim of improving its communication, better informing members, staff, the public and improved partnership working.

Key Responsibilities

- To undertake, as part of a team, the delivery of a quality communication and marketing operation that will deliver an agreed programme of campaigns to its required target audience.
- Support the Whitland Town Council with the development and evaluation of the Council's specific communication and marketing initiatives.
- Create digital content to help promote any campaigns.
- To have a pivotal role in updating content on relevant sections of the Whitland Town Council website ensuring that all campaigns are professionally maintained and referred to within all communication.
- Attend meetings when requested and create communications and marketing plans to ensure key messages are communicated as part of the Whitland Town Council's aim to better inform the public.
- Arrange relevant photograph and video/animations for relevant campaigns to ensure as wide a reach as possible.
- To ensure all material published internally and externally are DDA compliant and fully comply with the statutory Welsh language standards.

Essential Criteria

Qualifications, Vocational Training and Professional Memberships

Level 4 qualification together with evidence of continual professional development in one or more of the areas described in this job profile.

Job Related Skills and Competencies

- Ability to engage with and respond to the needs of diverse communities.
- Ability to devise and champion new initiatives.
- Competent in use of Microsoft Office packages, including Email and word-processing

- Skilled in creating, editing and maintaining spreadsheets.
- Data inputting skills.
- Presentation skills.
- Able to analyse relevant data.
- Budget control and analysis.

Knowledge

- An understanding of current Welsh Government initiatives and priorities is essential.
- DDA Compliance.
- Welsh Language Standards.
- GDPR.
- Delivery of third-party grant programmes.
- Knowledge of issues relating to project funding, financial management systems and audit requirements.

Experience

- Substantial partnership working with a range of internal and external organisations to deliver common objectives.
- Record of handling successful projects.
- General administrative experience.
- Demonstrable experience of project development to include third party grant delivery
- Experience of working in partnership with a range of organisations and stakeholders
- Maintaining accurate records of activity for financial monitoring purposes
- Experience in project development, implementation, monitoring and evaluation.
- Experience of submitting financial claims

Personal Qualities

- Self-motivated.
- Demonstrates an enthusiastic and positive attitude.
- Attention to detail and accuracy.
- Enthusiasm and commitment.
- A high degree of self-motivation and initiative.
- Excellent communication and interpersonal skills.
- The ability to work well alone or within a team.
- Excellent customer care skills.
- Ability to work on own initiative and to work as part of a team and create effective working relationships both internally and externally

Desirable Criteria

- Language and Communication Skills.
- Experience of a financial management system.

This is initially a twelve-month vacancy.

If you are interested in the post, please send a CV. A record of your continued professional development plan and an introductory letter to cllr.j.daviesscourfield@btinternet.com

Or via royal mail to Top office, County Chambers, Warren Street, Tenby, SA70 7JS marked 'Application'.

Closing date for applications 28/11/2023 (5pm) with interviews being carried out the week beginning 04/12/2023

The successful candidate to commence work week beginning 01/01/2024