

Clerk to the Council

Location: Mumbles, Swansea

Salary: £39,493 - £42,503 pro-rata (with 2023 pay award pending)

Hours: 30 hours per week, hybrid working, with a requirement to be available at the office in the Ostreme Centre in the heart of Mumbles on designated days. Having flexibility to support evening meetings and occasional weekends to support Council events is important.

Mumbles Community Council, located of the City and County of Swansea is an ambitious council with a great track record of bringing exciting projects to fruition. The Skatepark is now finished, and in partnership with the Mumbles Community Association, the Underhill Park development is well underway. We also organise many vibrant, popular events for the local community from our weekly 'Warm Hub' and 'Community Nights' to Family Fundays, Laser shows and our flagship event, 'MumblesFest' which saw over 3,500 visitors last year.

Do you have experience leading and advising elected representatives or governors, as a Clerk or special advisor, and have a background in a professional, corporate or local government environment? Are you looking to use your skills, knowledge, and experience to make a difference to help shape a safe, vibrant and active community?

We are seeking a dedicated individual with strong governance, leadership and interpersonal skills to provide leadership, guidance and advice, to the councillors of Mumbles Community Council, ensuring all council projects and business are delivered successfully, to budget and on time, whilst upholding high standards of public governance.

You will lead a small team of staff to provide excellent customer service both to members of the public and to the 18 councillors as they work to have an impact in the wards they represent and to deliver the objectives set out in the council's strategic plan.

You will act as an enabler, supporting and maintaining momentum of council business, whilst ensuring effective governance support relating to the use of public funds and resources and observing democratic processes, including effective coordination of all processes designed to support the operation of the council and its committees.

Ideally you will have at least three years' experience of working in a governance role in a democratic, professional membership or local government setting, and will bring leadership experience backed up with the ability to create a positive work environment where everyone feels valued. Your behaviours will be exemplary, with the ability to remain impartial; open-minded; and to apply sound judgement; exercise good attention to detail; and use your excellent communication and interpersonal skills to interact with all stakeholders with tact and sensitivity. You will ideally hold or with our support, work towards accrediting your governance knowledge and competency through successfully achieving the CILCA qualification within 12-18 months of taking up the post.

We welcome applications in both English and Welsh.

Please complete and return the application form to nicola@nsphr.com.

Closing date: Midnight, Friday 5th May 2023

Interviews will take place on Tuesday 23rd May 2023.

