

LLANGAMMARCH COMMUNITY COUNCIL

VACANCY: CLERK TO THE COMMUNITY COUNCIL

WORKING ARRANGEMENTS:

- part-time, average 5 hrs per week
- working from home
- requirement to attend Community Council and other meetings

REMUNERATION:

- based on Salary Scale LC1 substantive (pro-rata)
- NJC points 9 -16 depending on experience
- Fixed Salary point – Annual review
- £156 contribution to home office expenses per annum

PREFERRED EXPERIENCE:

The following are not necessary but could be an advantage

- Minute taking
- Excel spreadsheets
- Financial management, online banking
- Some knowledge of the Welsh Language
- Ability to manage the council website

For the Job Description, please contact the Clerk clerk@llangammarchCC.com

To apply, please send a CV and personal statement to the Clerk to the Council:

clerk@llangammarchCC.com or post to Llanddewi, Cefn Gorwydd, Llangammarch
LD4 4DN

Closing date – Friday 20th February 2026

Interview date – Wednesday 25th February 2026, from 6pm onwards

For an informal chat, ring the Chairman:

Kay Coldrick on 07884 205581

Or the current Clerk:

Sue Lilly on 07366656237