



We are looking to appoint a Community Agent and General Assistant

**30 hours per week
£22,356 per annum pro rata**

We are looking to appoint a person who will be able to meet the criteria of the Community Agent role and also cover caretaking hours at the Community Council each week.

Are you committed to supporting individuals and isolated people over 50 years, living in the Coedpoeth area? Are you interested in a flexible local employment opportunity that supports local facilities and groups? Do you want to be involved in building and maintaining better community opportunities for all?

As Community Agent you will work to connect over 50's in the community to the services and support that they need. This involves building local support networks, acting to bridge the gap between individual residents and statutory organisations, and signposting to other services and agencies. Full training and support will be provided but you must know the area well.

Caretaking aspect of the role will include unlocking and locking premises on a daily basis, basic cleaning of rooms and setting up for groups and events. Working with other Council staff to provide facilities for local residents and users.

Outline terms and conditions

1. *Working hours:* 30 hours per week
2. *Place of work:* Old Carnegie Library, Park Road, Coedpoeth LL11 3TD and other Council facilities but CA aspect will include meeting clients in their homes or at other community facilities.
3. *Salary:* £18,127 per annum
4. *16hrs per week* as Community Agent role is funded by WG/WCBC and as such is reliant upon funding each year.
5. Possibility of additional hours as cover for holidays and sickness on an ad hoc basis.
6. *Line management:* the post holder reports to the Clerk of the Community Council

Recruitment Process

Please submit a completed Job Application form to:

Vicky Bolton, Clerk to Coedpoeth Community Council,
Old Carnegie Library, Park Road, Coedpoeth LL11 3TD

Or by email to: clerk@coedpoethcommunitycouncil.gov.wales

The application deadline is close of business 5.00pm on **Friday 5th January 2024**