

Cyngor Tref Aberystwyth Town Council

Tŷ'r Offeiriad / The Presbytery
Neuadd Gwenfrewi
Morfa Mawr / Queen's Road
Aberystwyth
SY23 2HS



Council@aberystwyth.gov.uk
www.aberystwyth.gov.uk
01970 624761

Maer Aberystwyth Mayor: Y Cyng. / Cllr. Maldwyn Pryse

Administration Officer

£25,584 per annum (LC1 SCP 7)

Full time (37 hours per week, Monday to Friday with regular evening work)

Are you highly organised, detail-oriented, and enthusiastic about supporting the operations of a busy local council? Join Aberystwyth Town Council as an **Administration Officer** and play a vital role in helping the council deliver its services effectively to the community.

About the role

As an **Administration Officer**, you'll provide crucial administrative support to ensure the smooth running of the Council's operations. You'll handle day-to-day tasks, assist with communications, and contribute to a welcoming and efficient office environment. You will work closely with councillors, the Town Clerk, and other stakeholders to ensure the smooth operation of the Council's governance processes. This is an exciting opportunity to contribute to the transparency and efficiency of local government in Aberystwyth.

Key Responsibilities

- General administrative duties, including answering emails and phone calls, filing, and reception work.
- Attending Council meetings and supporting the preparation of their agendas, minutes, and related documentation.
- Assisting with the organisation and promotion of Council-led events and community initiatives.
- Supporting the management of Council records, ensuring accuracy and compliance with regulations.
- Providing office-based assistance to councillors, residents, and other stakeholders.
- Acting as a point of contact for councillors, providing advice and guidance on governance matters.
- Supporting the delivery of council projects and initiatives as required.

Essential Skills

- Excellent organisational and time-management skills.
- Clear and professional communication, both written and verbal.
- Proficiency in IT systems, including Microsoft Office (Word, Excel, Outlook).
- Friendly and approachable, with strong interpersonal abilities.
- Fluency in the Welsh language is essential for this role.

Desirable Skills

- Understanding of local government or public sector administration.

How to Apply

If you are proactive, committed to community service, and possess the relevant skills, we would love to hear from you. Please submit your CV and a brief cover letter to staffing@aberystwyth.gov.uk.

Application Deadline: 17 January 2025