



Local Council advisor (County Secretary) – Wiltshire Association of Local Councils (WALC)

Hours: 36.5 hours per week (including certain evening and weekend attendance)
We are prepared to discuss alternative working arrangements subject to a minimum of 28 hours per week.

Salary: Subject to qualifications and experience, a minimum of £28,203 gross per annum plus 7% employers pension contribution

Location: Based at Community First Headquarters, Hopton Park, Devizes.
County wide travel will be required on a regular basis.

Wiltshire Association of Local Councils

Wiltshire Association of Local Councils (WALC) is a membership organisation for local councils in Wiltshire and Swindon paying an annual subscription fee. WALC is governed by an Executive Committee comprised of councillor representatives of member councils and is affiliated to the National Association of Local Councils (NALC).

WALC's objective is to represent and promote the interests of member local councils at city, town and parish level through the provision of an advice service, training courses, and regular newsletters with information relevant to local councils. WALC promotes best practice and represents member councils in Wiltshire and Swindon at county, regional and national levels.

Community First

Recruitment and line management of the County Secretary is provided by Community First which provides WALC with all the necessary office facilities and management support. Community First is a dynamic charity committed to supporting communities across Wiltshire and Swindon. WALC's objectives are entirely consistent with those of Community First whose team goes the extra mile to create brighter futures for those living and working in the county.

The Role

The post holder will deliver:

- A comprehensive information and guidance service for WALC member councils, with the gathering and disseminating of information relevant to the support of their activities.
- A responsive service to member council queries, often informed by specialist legal and other advice obtained from the National Association of Local Councils.
- Identification of the training needs of the WALC membership and delivery of a programme of training courses, seminars and conferences using appropriate external trainers.

- Provision of secretarial support to the Executive Committee, including reports on activities and finance, for quarterly meetings (on-line or face to face) as well as to the Annual General Meeting.

Due to the nature of the work, you will be required to undertake a satisfactory Enhanced DBS check.

If you would like to find out more about this position, please refer to the WALC website or contact Harry Tipple, Head of Community and Partnership Development, Community First, on 01380 732824 or htipple@communityfirst.org.uk (No agencies please).

Applying

The Job Description, Person Specification and an application form for this role can be found on our website at <https://www.communityfirst.org.uk/vacancies>. Please note we are unable to accept CVs.

Closing date: Midday on Friday 9th February 2024

Interview date: Friday 16th February 2024

Please send completed application forms to Nicky Theobald, Premises and Business Support Manager at ntheobald@communityfirst.org.uk

Community First is an equal opportunities employer.