



MACHYNLLETH TOWN COUNCIL

Town Clerk/ Responsible Finance Officer

Salary: NALC Salary Scale Point SCP 35-38. Pro rata 27 hours per week (21.57-£23.15ph).

An exciting opportunity has arisen to lead a small team of five along with café staff numbering a minimum of 4 depending on the season. The Facilities Manager line manages the staff running the building including the café.

The Town Council has an office within Y Plas which rents out other office space, a large hall and other rooms for activities and events. Y Plas has a café and grounds including areas leased to the rugby club, the football club, a local nursery, a community garden and a local farmer. There is also a playground, one of two managed allotments, a pump track and small Astro turf pitch.

The Council is responsible for the impressive town clock, war memorial and public toilets.

Machynlleth is a market town in North Powys with a population of around 2,300 in the Dyfi Biosphere at the gateway to Snowdonia National Park. It has a Museum of Modern Art (MOMA), many lively, independent shops and a successful weekly market run by The Council. There is a flourishing cultural life with music, literary and comedy festivals in the town.

Duties will include:

- To manage the strategic direction of the Town Council and marketing campaigns
- To oversee the budgetary process
- Engage the local community and community groups for the benefit of the town and its residents
- Work constructively with elected members and officers and provide sound advice to the Council
- Manage the day-to-day affairs of the council
- Attend meetings of the Council and its Committees
- Ensure that Minutes of all meetings are taken, produced for approval by Council, Committee or Sub Committee and then kept safely
- Advise the Council on its legal powers for any action that it may wish to undertake
- Ensure that all properly resolved matters and adopted policies of the Council are followed and appropriate action taken and to develop new policies
- Undertake staff appraisals in order to lead manage and nurture staff
- To be responsible for the conducting of Health and Safety risk assessments in accordance with the act

- Identify and to bring to the attention of the Council changes that may be required in Council policy and practice in the light of new legislation
- To oversee progression of projects undertaken by the Council and maximise income from partnerships, external funding and sponsorship
- To have overall responsibility for the management and maintenance of the land and buildings that are the responsibility of the Council.
- To research projects for consideration of the Town Council.

The candidate must hold (or must obtain within 12 months) the Certificate in Local Council Administration.

For more details and the job description please email town-clerk@machynlleth-tc.gov.uk or by post send to Dewi Jones, Town Clerk, Machynlleth Town Council, Y Plas, Aberystwyth Road, Machynlleth, SY20 8ER or by telephone on 01654 702571.

Closing date for applications is May 15th 2023

Interviews will be held late May.