CYNGOR CYMUNDOL **COEDPOETH** COMMUNITY COUNCIL

We are looking to appoint a

Community Agent

16 hours per week
£20,258 per annum pro rata plus travel expenses

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 you can fit around your other commitments?

We are seeking to recruit a Community Agent for Coedpoeth.
Full training and support will be provided but you must know the area well. The Community Agent will work to connect people in the community to the services and support that they need, reporting to the Clerk of the Community Council.

Community Agents will seek to ensure that individuals and isolated people over 50's access the services and support needed. This involves building local support networks, acting to bridge the gap between individual residents and statutory organisations; and signposting to other services and agencies.

Making the most of local activities and services is a good way to keep fit, active and independent, but not everyone knows what is available. People with health or other difficulties may need that bit of help to access and benefit from activities and services available to everyone. Community Agents will build relationships with organisations such as the Police, PCSO's, Fire Service, Ambulance Service, GPs, local libraries and housing groups to ensure that more vulnerable and isolated people have access to the support provided.

Outline terms and conditions

1. *Working hours*: 16 hours per week
2. *Place of work*: Office based; but much of role will be meeting clients in their homes or at community facilities.
3. *Salary*: £8706.22 per annum
4. *Expenses*: Mileage is paid at 45p/mile for car users
5. *Line management*: the post holder reports to the Clerk of the Community Council

Recruitment Process

Please submit a covering letter and CV to:

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

Or by email to: clerk@coedpoeth.com

The application deadline is close of business 5.00pm on
Friday 14th July 2023