



CYNGOR TREF Y
RHYL
TOWN COUNCIL

FULL-TIME
COMMUNICATIONS, GRANTS & ADMINISTRATIVE SUPPORT OFFICER
37 hours per week (home and office based)

Grade 7 SCP 22-25 - £32,654-£35,234

The Town Council is inviting applications from candidates who are qualified and have current experience in providing a high standard of communications (digital & social media); in identifying and writing applications for grant funding; and have experience in providing administrative support, ideally within a local government setting.

The successful candidate will have:

- a qualification from the Chartered Institute of Public Relations, or equivalent
- a minimum of 5 GCSE's (including English and Maths) or NVQ 2 in Business or Administration
- three years' experience in a busy administrative environment

Application form, job description and person specification available from the Town Council's website

Please e-mail applications by:

12.00pm on 24th July 2025 to:

enquiries@rhyltowncouncil.org.uk

for the attention of the Town Clerk