



CYNGOR TREF Y
RHYL
TOWN COUNCIL

- Please demonstrate on your application form how you meet the following criteria.
- If you cannot show that you meet all of the essential criteria, you will not be shortlisted for interview.
- Desirable criteria will be used to distinguish between candidates meeting all of the essential requirements.

Job Title: Comms, Grants & Admin Support Officer (Full-Time – 37 hours per week)	Grade: 7 S.C.P. 22-25 Salary: £32,654-£35,234
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	Essential (E) or Desirable (D)	To be identified by Application Form and/or Interview
EDUCATION & QUALIFICATIONS		
A qualification from the Chartered Institute of Public Relations, or equivalent	E	Application & certificate provided at interview
Five GCSE's at grade C or above, or equivalent (including English & Maths) OR NVQ 2 in Business or Administration	E	Application & certificates to be provided at Interview
EXPERIENCE & SKILLS		
Providing communications for an organisation (digital & social media)	E	Application & interview

Identifying grant funding pots and writing applications	E	Application & interview
Organising events	D	Application & interview
Providing personal administrative support	D	Application & interview
Speech writing	D	Application & interview
Providing administrative office support	E	Application & interview
Experience or understanding of public service delivery	D	Application & interview
In being in a first point of contact role	D	Application & interview
PERSONAL QUALITIES		
Good oral and written communication skills	E	Application & interview
Tact Diplomacy Confidentiality Ability to work under pressure to tight deadlines Highly organised Able to manage own workload and use own initiative	E	Application & interview
Ability to speak Welsh	D	Application

OTHER REQUIREMENTS		
Full valid driving licence and access to own vehicle	E	Application & presentation of driving license at interview