

**Welsh Advisor Job Description**

|  |  |
| --- | --- |
| **Job title**  | Welsh Advisor |
| **Reports to**  | Head of Member Services |
| **Hours of work**  | 5 |
| **Salary**  | £29,174 - £32,798 per annum / pro rata |
| **Location** | Mainly home working with occasional visits to the Head Office (Taunton, Somerset) |

**Job purpose**

To provide timely and accurate Wales-specific advice to SLCC members on varied enquiries relating to Town and Community Councils across Wales. Create relevant advice notes and model documents, liaising with colleagues and external stakeholders, to ensure content is relevant, up-to-date and in line with legislation. Deliver training and webinars where necessary, and contribute copy to *The Clerk* magazine where relevant.

**Key Duties & Responsibilities**

• To provide accurate and prompt specialist advice to clerks and officers, on matters relating to Community and Town Councils in Wales, which is professional, up-to-date, and accurate, by telephone or email.

• To prepare and submit a monthly advice log to the Senior Advisor and Mentor Co-ordinator in accordance with stated deadlines.

• To contribute Wales-related articles to *The Clerk* magazine, the Clerk’s Manual, or any other SLCC publication, including the website where requested.

• Build and maintain relations with relevant sector-based stakeholders and organisations.

• Direct members to relevant advice notes and model documents in the SLCC’s online advice library.

• To liaise with the SLCC’s External Affairs Officer to provide responses to consultations from Welsh government and other relevant organisations on behalf of the SLCC.

• To attend Branch meetings and make presentations on behalf of SLCC (when needed).

• To maintain up-to-date knowledge of changes and developments to Welsh legislation and best practice, through continuous professional development.

• To provide training and / or presentations / webinars on Wales-specific topics (when needed).

• Take on additional responsibilities commensurate with the role as required as the role develops.

|  |
| --- |
| **Person Specification** |
| **Experience** | **Essential** | **Desirable** |
| Experience of working as a Clerk in Wales | Checkmark with solid fill |   |
| Experience of being an SLCC Branch Officer / Mentor |   | Checkmark with solid fill |
| Sound understanding of the Local Council sector – Community and Town Councils, and the role of the Local Council Clerk specific to Welsh Legislation | Checkmark with solid fill |   |
| CiLCA / FiLCA qualified |   | Checkmark with solid fill |
| Ensuring positive outcomes whilst maintaining good working relationships | Checkmark with solid fill |   |
|   |   |   |
| **Skills** | **Essential** | **Desirable** |
| Excellent verbal and written communications skills | Checkmark with solid fill |   |
| Working proficiency in English and Welsh |  | Checkmark with solid fill  |
| Ability to carry out research to ensure the most up-to-date and relevant advice is provided | Checkmark with solid fill |   |
| A flexible and proactive approach with the ability to deliver work on own initiative and under pressure | Checkmark with solid fill |   |
| Proven organisational skills and the ability to identify and manage workload priorities  | Checkmark with solid fill |  |
| Empathy and patience and the ability to analyse and apply appropriate judgement in recognising the key points of a quey | Checkmark with solid fill |  |