

# GRESFORD COMMUNITY COUNCIL

## CYNGOR CYMUNED GRESFORD

### **VACANCY for a COMMUNITY AGENT**

**Gresford Community Council is looking to appoint a  
COMMUNITY AGENT.**

**16 hours per week £9.00 per hour plus travel expenses.  
Temporary Contract for twelve months( with potential for  
extension, subject to performance and funding.)**

Are you committed to supporting vulnerable and isolated older people living in the Gresford ,Marford and Hoseley area?

Do you live in or know the area of Gresford, Marford and Hoseley well?

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 the Gresford and Marford community areas. Full training and support will be given, and knowledge of the area would be an advantage.

The Community Agent will work out in the community, 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 aged 50 and over, can access services and support that they need, by building local support networks and bridging the gap between individuals and organisations and signposting to support services and agencies. Individuals with health or other difficulties may need support to find out what is available so that they can benefit to avoid being lonely.

Community Agents will build relationships with local groups and organisations such as the Police, Welfare rights, G.P's, local libraries and housing groups to ensure that the more vulnerable and isolated have access to support.

Applicants must be able to demonstrate that they:

- Know the area well and are able to travel within the area easily(use of own car would be an advantage)
- Can proactively engage with and support older people in the community on a one to one basis.
- Are creative in finding solutions to problems experienced by isolated individuals

You must have excellent spoken and communication skills and possess the ability and experience to solve problems and work with other agencies. You must be able

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to use a computer and have a good working ability in Word and Excel documents. A laptop and mobile phone will be provided but you will need access to the internet as the job may involve some home working. You must have a full driving licence and your own transport. You must have an understanding of the importance of Welsh language and culture, and Equal Opportunities.

The successful applicant will be subject to a DBS check, and completion of a satisfactory probationary period. The post is reliant on external funding and so will be reviewed annually, hence the contract is offered initially on a twelve-month temporary basis.

For an application form or more information about the role please contact Serena Baxter, Clerk to the Community Council, on 07470631184 or via e-mail: [clerkgresford@gmail.com](mailto:clerkgresford@gmail.com)

Closing date for applications: 31<sup>st</sup> January 2020

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### **Cefn Community Council Are looking to appoint a Community Agent**

**16 hours/week £9.00 per hour plus travel expenses  
Temp/for 12 months (potential for extension – subject  
to funding)**

Are you committed to supporting individuals and isolated people living Cefn community 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 Cefn Community (covers Cefn, Plas Madoc, Rhosymedre & Cefn Bychan, Acrefair & Penybryn Wards). 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. *Period:* 12 months from January 2020
2. *Working hours:* 16 hours per week
3. *Place of work:* Office based; but much of role will be meeting clients in their homes or at community facilities.
4. *Salary:* £7488.00 per annum
5. *Expenses:* Mileage is paid at 45p/mile for car users
6. *Line management:* the post holder reports to the Clerk of the Community Council

#### **Recruitment Process**

For an application form or more information about the role please contact Mrs T Nicholls-Smith, Clerk to Cefn Community Council, George Edwards Hall, Well Street, Cefn Mawr, Wrexham LL14 3AE  
Email: [cefnmawrparish@btconnect.com](mailto:cefnmawrparish@btconnect.com) Tel: 01978 821298

The Description and Person Specification for the role are below.

The application deadline is close of business 5.00pm on  
**Friday 15<sup>th</sup> November 2019**