

Cymorth  
Cymunedol  
Gwirfoddol  
Conwy



Community  
Voluntary  
Support  
Conwy



## Job Description

**Job Title:** Administrative Officer

**Organisation:** Community and Voluntary Support Conwy (CVSC)

**Location:** To be confirmed

**Responsible to:** Clocaenog Forest Wind Farm Fund Manager

**Hours:** Part-time – 22.5 hours

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### Purpose of the Role

The Administrative Officer will provide comprehensive administrative and operational support to the Clocaenog Forest Wind Farm Fund Manager, ensuring the effective day-to-day administration, promotion and monitoring of the Fund.

The postholder will play a key role in supporting grant processes, panel meetings, communications and community engagement, helping to ensure that the Fund operates efficiently and transparently for the benefit of local rural communities.

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### Main Duties and Responsibilities

- Provide high-quality administrative support to the Clocaenog Forest Wind Farm Fund Manager.
- Support the administration of grant programmes, including receiving, logging, filing and keeping grant applications and related documentation.
- Work closely with CVSC staff, including grants and finance teams, to ensure smooth operation of Fund processes.
- Arrange and administer the Fund Panel meetings, sub-group meetings and other relevant meetings, including venues, refreshments, papers and logistics.
- Take accurate minutes and notes at meetings (in Welsh and English) and circulate them within agreed timescales.
- Process invoices, claims and panel member expenses in line with CVSC financial procedures.

- Respond to basic enquiries about the Fund from community groups and members of the public via telephone, email and other correspondence.
  - Organise and support community engagement activities, such as drop-in sessions and “meet the funder” events within the Fund area.
  - Maintain accurate records and databases for funded projects, ensuring monitoring information is kept up to date.
  - Support communications activity, including website updates, social media content and press releases, in liaison with the Fund Manager and CVSC.
  - Arrange written translation and simultaneous interpretation for meetings and documents, ensuring full bilingual provision.
  - Attend meetings and events as required, including occasional evening or weekend work.
  - Undertake any other duties consistent with the nature and level of the post as required by the Fund Manager.
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### **Essential Skills, Knowledge and Experience**

- Previous experience in an administrative or office-based role.
- Fluent Welsh speaker (spoken and written) – Welsh is essential for this role.
- Good knowledge of rural communities and the issues affecting rural areas.
- Effective communication skills in both Welsh and English.
- Excellent organisational skills with the ability to manage multiple tasks and meet deadlines.
- Good IT skills, including experience of Microsoft Office applications.
- The ability to work independently according to deadlines and under pressure.
- Experience of working with or supporting voluntary and community sector organisations.
- Strong interpersonal skills and the ability to build effective working relationships.
- A current driving licence and access to a vehicle (due to the rural nature of the role).

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**Desirable**

- Experience of working with grant funding programmes.
- Experience of supporting committees or decision-making panels.
- Familiarity with community development work in rural Wales.

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**Salary and terms of service**

Salary: £18,258 per year

Pension: Local Government pension scheme or private pension option available.

New employees with the company are subject to a 6-month probationary period. The notice period to terminate employment is two months on either side.