



ACTON COMMUNITY COUNCIL

is looking to appoint a

'COMMUNITY AGENT'

16 hours per week

Salary £6.54 per hour plus travel expenses

Fixed term 1 year contract

(with potential for extension – subject to funding)

- Are you committed to supporting vulnerable and isolated older people living in Acton and surrounding areas
- Do you have 16 hours per week to spare?
- Do you live/ know the area of Acton well?
- Are you interested in a flexible local employment opportunity that you can fit around your other commitments?

If the answer is yes to the above:-

Acton Community Council is looking for a Community Agent to operate within the Community's five wards of Acton, Borrás Park, Little Acton, Maesydre and Rhosnesni. Full training and support will be provided but you must know the area well.

Applicants must be able to demonstrate that they can proactively engage with and support older people in the community often on a one to one basis.

You must have excellent spoken and communication skills and possess the ability to solve problems.

You must be able to use a computer and have a basic knowledge of word/ excel, although training can be provided is needed.

A Welsh speaker is desirable or you must have an understanding of the importance of Welsh Language and Culture

The post will be subject to a DBS check

A mobile phone will be provided.

Community Agents work to connect people in their area to the services and support that they need and help older people find their way to activities or services which they would enjoy or find useful.

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.

- Fixed-term 1 year contract
- Line management: the post reports to the Community Council

***For an application form/ more information about the role please contact**

Carole Roberts
Clerk to Acton Community Council
Tel: 07913 071470

or

Delyth Pridding
Commissioning & Planning Officer, Wrexham CBC
Tel: 01978 298614

Closing date 19 September 2014,

Interviews to be held week commencing 22 September 2014 – date to be confirmed