

Communications and Events Officer

Working for ColegauCymru

Contract

The successful candidate will be offered a permanent, full-time contract of employment, subject to satisfactory completion of a six-month probation period.

Salary

The successful candidate will be paid a salary of £31,486 to £35,199 per annum.

Holiday Entitlement

The annual holiday entitlement for this role is 28 days. In addition to this personal entitlement, the successful candidate will also be entitled to leave on 8 public holidays plus extra concessionary days.

Hours of Work

The full-time contracted hours are 37 hours per week excluding daily meal breaks. The working hours will be such to meet the needs of the post of Communications and Events Officer.

Occasionally, the successful candidate may be expected to attend meetings in evenings or weekends. The organisation operates a time off in lieu policy.

Pension Entitlement

ColegauCymru will make a monthly contribution into the successful candidate's pension plan scheme. If the individual does not currently contribute towards a pension scheme, they will be automatically enrolled into a workplace pension scheme.

Notice Period

Three months' notice is required.

Probation Period

A six-month probationary period applies to this role.

Location

The role will involve a hybrid working arrangement, combining office-based and home working. At least two days per week will be spent in the office or attending events and meetings, as required by the role. The post is based at Unit 7, Cae Gwyrdd, Greenmeadow Springs, Tongwynlais, Cardiff, CF15 7AB, where free parking is available.

The post may involve some travel throughout Wales, the UK and internationally, requiring overnight stays.

Your Information

If you choose to apply for a role with ColegauCymru, you will need to provide us with information about you. We may also collate information about you from third parties, such as your referees and, where relevant, the Disclosure and Barring Service (DBS). We will use this information to determine your suitability for this role and, if you are successful, to manage our employment contract with you. Your information will be handled in accordance with data protection legislation. More information about how we process personal data can be found in our [Privacy Notice](#).