



Cyngor Gwledig LLANELLI Rural Council

Clerc i'r Cyngor
Mark Galbraith A.C.I.S.
Clerk to the Council

Adeiladau Vauxhall, Vauxhall, Llanelli, Sir Gaerfyrddin, SA15 3BD
Vauxhall Buildings, Vauxhall, Llanelli, Carmarthenshire SA15 3BD
Ffon / Tel.: 01554 774103
E.bost / E.mail: enquiries@llanelli-rural.gov.uk

Fy nghyf: WGW/KPH
My ref:

Eich cyf:
Your ref:

Gofynnwch am:
Please ask for:

28 April 2025

Dear Applicant

COMMUNITY BUILDINGS' MANAGER

Thank you for your enquiry concerning the post of Community Buildings' Manager Grade SO1/SO2 (SCP 23-28, £30,151 to £34,723) presently being advertised within Llanelli Rural Council. I have pleasure in enclosing an application form together with the following documents:

- job description
- person specification

Notes for guidance are also provided to aid the completion of the application form which may be completed in the applicant's own handwriting or electronically. Applications submitted in any other format **such as a 'curriculum vitae' cannot be considered**. If, however, you are unable to complete the standard application form by reason of disability please inform us so that alternative arrangements can be made.

Applications should be returned to Llanelli Rural Council, Vauxhall Buildings, Vauxhall, Llanelli, SA15 3BD by 4.00pm, Monday 19 May, 2025 at the latest. Date of interviews for the post is to be confirmed. If you are not called for interview within three weeks of the closing date, please assume you have been unsuccessful in your application.

Thank you for the interest you have shown, I look forward to receiving your completed application.

Yours sincerely

Graham Williams
Deputy Clerk

Encs



Mae Cyngor Gwledig Llanelli yn croesawu gohebiaeth yn Gymraeg neu yn Saesneg
Llanelli Rural Council welcomes correspondence in Welsh or English

