



**VOLUNTARY ACTION
MERTHYR TYDFIL
GWEITHREDU GWIRFODDOL
MERTHYR TUDFUL**

Job Title: Business Support Officer

About us: Voluntary Action Merthyr Tydfil (VAMT) is the County Voluntary Council (CVC) for the County Borough of Merthyr Tydfil and has existed since 1997. VAMT is a part of Third Sector Support Wales (TSSW) which is a network of support organisations for the third sector. Our shared goal is to enable the third sector and volunteers across Wales to contribute fully to individual and community well-being, now and for the future.

About this role: You will provide essential and practical support to the Business & Finance Manager and the wider organisation by undertaking a variety of administrative tasks to ensure effective service delivery.

To secure this great opportunity you will have: A positive can-do approach, with the ability to be an ambassador for the voluntary and community sector. Experience of working within an office environment and conduct yourself in a friendly and professional manner to work with colleagues, tenants, VAMT's membership or organisations and visitors to the Voluntary Action Centre.

Benefits of working with us:

- A flexible working scheme
- 28 days annual leave rising to 33 on completion of 5 years service
- 8 bank holidays
- 3 concessionary days
- A very generous pension scheme – 10% employer contribution
- We are currently following government guidelines and working from home where possible. Our future aim is to adopt a hybrid approach where job roles allow.

For an informal discussion about the role, please contact: Laura Johnson on 01685 353902 or 07340 055617

To download an application pack please click [here](#)

Closing date: 30th November 2021

Interview date: Week of 6th December .

Interviews will be carried out face to face in line with VAMT's Covid-19 Risk Assessment and social distancing in place.