

**Job Title: Business Support Officer – 37 hours per week \*\***

**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
* Enhanced sick pay
* A very generous pension scheme – 10% employer contribution
* Employee Support Programme

**\*\* We are currently trialling a “4 Day Week”; 80% time, for 100% salary, while maintaining 100% service delivery.**

**This post is subject to a successful 6-month probation period.**

For an informal discussion about the role, please contact: Laura Johnson on 07340 055617 or laura.johnson@vamt.net

To download an application pack please click [here](https://vamt.net/en/about-us/jobs/)

**Closing date:** Monday 5th August, 12pm **Interview date:** Monday 12th August

