General Administration & Development Assistant (Full-Time)

Location: Llandysul a Phont-Tyweli Ymlaen (LPY)

Reports to: Manager

About LPY:
Llandysul a Phont-Tyweli Ymlaen (LPY) is a long-established community development organisation, home to *Dolen Teifi Community Transport* and other local initiatives supporting people and places across west Wales. We work closely with volunteers, partners, and community groups to deliver projects that strengthen local connections and improve access to essential services.

The Role:
LPY is looking for a motivated, organised, and enthusiastic team player to join our busy community-focused organisation. This is a hands-on role for someone who enjoys variety, takes initiative, and is happy to roll up their sleeves to get the job done.

Main Purpose of the Role:
To provide general administrative support across LPY's community projects and assist with the ongoing development of new initiatives, partnerships, and services that benefit local people and communities.

Key Responsibilities

- Provide day-to-day administrative support to the team, including managing correspondence, maintaining records, and handling general enquiries.
- Assist with project coordination — scheduling meetings, preparing documents, and helping to track progress.
- Support community development activities such as event organisation, volunteer engagement, and promotional work.
- Help prepare reports, monitoring information, and simple financial or budget records when required.
- Contribute to developing new ideas and systems that improve efficiency and community impact.
- Work flexibly across different projects, supporting both staff and volunteers.
- Liaise confidently with local partners, community groups, and the public.
- Undertake occasional driving duties, such as visiting project sites or supporting community events.
- Developing funding opportunities.

Essential Skills and Attributes

- Friendly, approachable, and able to work as part of a small, close-knit team.
- Strong organisational and time-management skills, with the ability to plan and prioritise workload.
- Good written and verbal communication skills.
- Competent in using Microsoft Office (Word, Excel, Outlook) and online systems.
- Full UK driving licence and willingness to drive company or community vehicles when required.
- Willing to learn, adaptable, and comfortable managing a mix of tasks.
- Self-motivated and able to work independently when needed
- Experience working in an office, community, or voluntary sector setting.

Desirable

- Interest in community development or volunteering.
- Knowledge of accounting or bookkeeping packages (training will be provided).
- Welsh language skills (or willingness to learn).

Hours: Full-time (37 hours per week)

Salary: £25,000

Contract: A 12 months term with a possibility of extension

If you're practical, organised, and passionate about supporting community-led projects, we would like to hear from you.
Please send your CV and a short covering letter explaining your interest in the role
info@dolenteifi.org.uk

Closing date:-12 noon Friday 21st November