



working with the community

Somerton Town Council
Edgar Hall, 8 Cary Court,
Somerton Business Park,
Somerton, Somerset
TA11 6SB

Tel: 01458 272236

town.clerk@somertontowncouncil.gov.uk
clerk.assistant@somertontowncouncil.gov.uk

15th July 2020

Dear Applicant,

I am delighted that you are interested in applying for the post of Town Clerk and Responsible Financial Officer at Somerton Town Council.

This pack contains all the information you need to support you in making an application for this exciting opportunity.

- Application form
- Person specification

We are looking for an experienced leader, manager and administrator to work with members and staff to develop their vision for the future, turn words into action and deliver high quality services to the people of Somerton, the Town Clerk plays a crucial role in achieving that target.

The closing date for applications is 12 noon Friday 31st July 2020 with initial interviews taking place on 12th August 2020. Successful candidates may be asked for a further interview on 13th August 2020, candidates that have travelled significant distances will be provided with accommodation locally.

Candidates should ensure they are available to attend on these days should they be selected for interview at each stage.

Due to COVID-19 interviews may take place virtually, for example via Zoom

For further information about the work of the Town Council please go to our website www.somertontowncouncil.gov.uk

For an informal discussion feel free to contact me, the Chair of the Council on 07976556054.

Councillor Dean Ruddle
Chair Somerton Town Council