



WESTON-SUPER-MARE TOWN COUNCIL

Dear Applicant

Thank you for your interest in applying for the role of Town Clerk at Weston-super-Mare Town Council.

This is an important moment in the Council's history as appointing a new leader always creates a sense of excitement and an opportunity to plan for the future. We're delighted you want to be part of that future.

On our website, you'll find an application form and job description <https://wsm-tc.gov.uk/town-council-people/join-us/> together with our [strategy document](#)

There's a lot more information on our website and our current Town Clerk, Malcolm Nicholson, will be happy to have an informal conversation with you about the role (Tel 01934 632567 or email malcolm.nicholson@wsm-tc.gov.uk).

The deadline for receiving applications is midday on Friday 12th January 2024, please submit your application form directly to alison.ashford@wsm-tc.gov.uk or printed to:

Alison Ashford Weston-super-Mare Town Council Grove House Grove Park Weston-super-Mare BS23 2QJ

We plan to shortlist candidates in w/c 15th January and, if you're invited for an interview, we expect this to take place w/c on Monday 29th January in Weston-super-Mare. We'll provide details of the interview process and any preparation work when we invite candidates to interview.

Thank you again for your interest in this role and if you have any other questions, please email me at timothy.taylor@wsm-tc.gov.uk

Kind Regards

Councillor Tim Taylor
Chair, Personnel Committee