



**TOWN COUNCIL OFFICES  
1 PARK ROAD  
SHEPTON MALLET  
BA4 5BS**

**Tel: 01749 343984  
[info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk)  
[www.sheptonmallet-tc.gov.uk](http://www.sheptonmallet-tc.gov.uk)**

**13<sup>th</sup> March 2019**

### **VACANT POST OF BUSINESS DEVELOPMENT OFFICER**

Thank you for your interest in the position of Business Development Officer for the Town Council. This is a new role that has been created as the team and workload of the council increases and there needs to be a stronger management of the council's finances.

The job role is clearly defined in the attached Job Description. If you think that you are that person and fulfil the details of the Person Specification, then we look forward to hearing from you.

Shepton Mallet is a small, vibrant and community focused market town. The Town Council consists of 16 councillors and runs a committee system for its decision making. There will be elections on 2<sup>nd</sup> May 2019 and therefore the makeup of the current council will change. However, the staff team is led by a qualified Town Clerk and the ambitious plans of the council will continue, despite some changes.

If you would like an informal chat in advance of submitting your application form please do contact the Town Clerk, Charlotte Starkie, on 01749 343984. Otherwise please submit your completed application form and a covering letter by email, marked Confidential, to [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk) by the closing date, Tuesday 9<sup>th</sup> April 2019.

Interviews will take place in the offices of Shepton Mallet Town Council on Tuesday 16<sup>th</sup> April 2019. Those invited to an interview will receive a phone call within 24 hours of the closing date. If you do not receive an invitation to interview, please assume that you have been unsuccessful in the process.

In accordance with GDPR the council will hold your personal records in relation to this job application only and those who are unsuccessful in the recruitment process will have their details destroyed within one month of the closing date.

Yours faithfully

Charlotte Starkie  
Town Clerk