
DEREHAM TOWN COUNCIL

Assembly Rooms, Quebec Street, Dereham, Norfolk, NR19 2DJ

Telephone: 01362 693821

E-mail: generalenquiries@derehamtowncouncil.org

Website: www.derehamtowncouncil.info

Dear Applicant,

Re: Position of Lead Maintenance Person (outdoors)

Thank you for requesting an application pack for the above position.

Dereham Town Council provides a wide range of services for the people of Dereham. The provision of these services is administered by a small team of seven dedicated members of staff. These are made up of the Clerk, Deputy Clerk, four administrative officers and three non office staff.

The work you will be involved with is varied and interesting. You will be expected to take responsibility and ownership for your own work, you will also have the opportunity to bring forward suggestions for developing and improving those areas.

While the Clerk and Deputy Clerk take overall responsibility for all the work, all staff are encouraged to think about their work and, with colleagues, discuss and identify the best way to deal with day to day problems.

Deadline for the receipt of applications is **5pm on Thursday the 21st December 2023**. Interviews will be held on **Wednesday the 17th January 2024**.

Please return your application to either the above address in an envelope marked 'Application for Employment' or by email to g.snow@derehamtowncouncil.org

We look forward to receiving your application.

Yours sincerely

A N Needham

**Mr A N Needham
Town Clerk**



Town Clerk: Mr A N Needham