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# DEREHAM TOWN COUNCIL

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Assembly Rooms, Rūthen Place, Dereham, Norfolk, NR19 2TX

Telephone: 01362 693821

E-mail: [generalenquiries@derehamtowncouncil.org](mailto:generalenquiries@derehamtowncouncil.org)

Website: [www.derehamtowncouncil.info](http://www.derehamtowncouncil.info)

Dear Applicant

**Re: Temporary Town Council Officer (Maternity Cover)**

Thank you for your interest in the above position and for requesting an application pack.

Dereham Town Council delivers a wide range of services to the residents of Dereham. These services are supported by a small, dedicated team consisting of the Town Clerk, Deputy Clerk, administrative officers and grounds staff, all working together to serve the community.

The role offers varied and interesting work. You will be encouraged to take ownership of your responsibilities and play an active role in developing and improving the services you support. We value initiative and welcome suggestions that help enhance the effectiveness and efficiency of our work.

While the Clerk and Deputy Clerk hold overall responsibility, we take a collaborative approach to problem-solving. Day-to-day challenges are often discussed as a team to ensure a range of perspectives are considered and the most appropriate solutions are identified.

The closing date for applications is 5pm on **Monday 11<sup>th</sup> May**. Interviews will be held on **Monday 18<sup>th</sup> May**.

Please return your completed application either by post (in an envelope clearly marked 'Application for Employment') or by email to [\*\*generalenquiries@derehamtowncouncil.org\*\*](mailto:generalenquiries@derehamtowncouncil.org)

We look forward to receiving your application.

Yours sincerely

*A N Needham*

**Town Clerk**