



WOKINGHAM TOWN COUNCIL

Town Hall
Market Place
WOKINGHAM
Berkshire
RG40 1AS

Mrs J Nowecki
Town Clerk

Tel: (0118) 978 3185
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January 2020

Dear Candidate,

Thank you very much for expressing an interest in our post as Amenities Officer.

Wokingham Town Council is a large and active Council which enjoys a strong officer team and Councillors who are committed to delivering effectively on behalf of our residents. The council expects to grow in the coming years and has recently agreed a new Strategic Plan - to enhance Wokingham Town for all current and future residents and businesses. Current principles are:

- Service
- Sustainability
- Distinctiveness
- Inclusivity

As part of its sustainability principle the council is placing a strong focus on green issues and the climate change agenda and whilst this is influencing many aspects of our work clearly much of the Amenities Committee remit will support this aim. I would be interested to hear from candidates who demonstrate an interest in respect to this.

The successful candidate will work in our beautiful Victorian Town Hall right in the heart of the community we serve and you would be joining a talented team of officers who carry a range of responsibilities to ensure that our work is delivered both creatively and efficiently. We are keen to appoint a strong team player who will bring skills and experience to strengthen and complement our existing officers.

The Amenities Officer reports directly to the Town Clerk. The post holder will be responsible for clerking the Amenities Committee, providing professional support and advice to elected Councillors. The ideal candidate should be a well organised administrator, display energy and enthusiasm, have the ability to be a strong team player and have good command of both spoken and written English.

The closing date for applications is midday, Monday 10th February with short listing 13th February and interviews Wednesday 26th February 2020. Applications are online via our website www.wokingham-tc.gov.uk.

I very much hope that you feel enthusiastic about this opportunity. I am happy to have an informal discussion with you and look forward to receiving your application.

With regards

A handwritten signature in blue ink, appearing to read 'Jan Nowecki'.

Jan Nowecki
Town Clerk