



Welcome to Chippenham

A message from: Adrian Jones, Deputy Chief Executive.

Dear Applicant

Thank you for showing an interest in our Venues Manager vacancy at Chippenham Town Council.

Chippenham is an expanding town and the Council is one of the largest and most dynamic in our sector. As an organisation we deliver services to a population in excess of 38,000 in our immediate area with a budget of £2.7 million.

We have 57 employees and their commitment, professionalism and expertise is critical to everything the Town Council does. There is great pride in the knowledge, expertise and experience we have within our teams and we are looking forward to adding to that talent pool.

Enclosed in this information pack is a job application form, a Job Description, Person Specification, in addition to a document articulating the Neeld's future vision.

Please ensure you look closely at the requirements of the post and when completing your application, relate your experience, skills and attributes to the enclosed person specification/job descriptions. Please note CV's are not accepted.

The closing date for the position is 5.00pm on Thursday 15th February. Interviews will be held on Wednesday 28th February. If you have not heard from the Town Council within 7 days of the closing date, please presume that on this occasion you have been unsuccessful. The Town Council will not be writing to applicants who have not been shortlisted.

Completed applications should be submitted to: recruitment@chippenham.gov.uk or posted to -

Recruitment
Chippenham Town Council
The Town Hall, High Street
Chippenham
Wiltshire
SN15 3ER.

If you are interested in the Venues Manager position and require any further information, please contact:

Adrian Jones (Deputy Chief Executive) ajones@chippenham.gov.uk on 01249-446699.

The future of Chippenham Town Council is in our hands – join us in shaping that future and ensuring it is a positive one for all.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in blue ink that reads "Adrian Jones". The signature is written in a cursive style and is positioned above a faint, illegible stamp or watermark.

Adrian Jones BA (Hons), M.Sc.

Deputy Chief Executive.