



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

August 2019

Re: Corporate Support Officer

Dear Candidate,

Thank you for your interest in the role of Corporate Support Officer. This is an important role within the town council's officer structure. You will report directly to me in my role as Chief Executive and work closely with our Director of Resources, Director of Community Services and provide high level support.

The role requires someone who is self-motivated, confident, highly efficient and dependable with excellent Personal Assistant skills. In addition to that, someone who is keen to develop their career further, you will be expected to manage small scale projects and also take the lead on the recruitment process across the council.

Chippenham Town Council is one of the largest town councils in the town and parish sector, we have a revenue budget of £3.7M and currently employ 75 staff working across several locations in the town. We have an ambitious four year Corporate Strategic Plan to take us through to 2022 and beyond.

If you would like any more information about this role, please contact me on 01249 446699 or email msmith@chippenham.gov.uk for an informal confidential discussion.

I look forward to receiving your application.

Yours sincerely,

Mark Smith LLB (Hons) CMgr FCMI FSLCC
Chief Executive

Chippenham Town Council

The Town Hall, High Street
Chippenham, Wiltshire
SN15 3ER

01249 446699

enquiries@chippenham.gov.uk
chippenham.gov.uk

