

# TODMORDEN TOWN COUNCIL

Todmorden Town Hall  
Bridge Street  
Todmorden  
OL14 5AQ  
Tel: 0770 632 2037  
[www.todmorden-tc.gov.uk](http://www.todmorden-tc.gov.uk)



Dear Applicant

## **Community Support Officer**

Thank you for taking the time to consider applying for this exciting role with the Town Council.

Todmorden Town Council consists of 18 Councillors', all volunteers, who care passionately about Todmorden and who, with the help of the existing Town Clerk and a small team, have delivered change and growth over the last five years as the Town Council seeks to represent the interests of its community and precept payers across a range of issues affecting them.

The Town Council has recently taken on several new projects, most significantly those associated with becoming a partner in the Todmorden Town Deal. To meet the demands of these new projects, a new staffing structure is being implemented to cover the growing workload and to future proof for the Town Deal work which will include more community engagement with community groups throughout Todmorden.

This is a great opportunity for someone to take on the vital role of Community Support Officer within this small, friendly and supportive team.

We expect a high level of interest in this role and therefore it is important that you take the time to sell yourself to us and your experience and capability to carry out this role.

All the essential criteria contained within the job description for this role must be met fully. If essential criteria are not met, you will not be considered for shortlisting.

You must provide evidence under each essential criteria that you meet these elements.

Only applications submitted on our application form will be accepted – no CV's are to be sent.

If there are any areas of the Job Role that you are unsure of, you are more than welcome to contact us for an informal discussion, otherwise we look forward to receiving your application.

Yours Sincerely

Naomi Crewe  
Town Clerk & Responsible Financial Officer

## Submitting your application

We expect a high level of interest in this role and therefore it is important that you take the time to sell yourself to us and your experience and capability to carry out this role.

**All essential criteria must be met fully.** If essential criteria are not met, you will not be considered for shortlisting. You must provide evidence under each essential criteria that you meet these elements.

Only applications submitted on our application form will be accepted – no CV's are to be sent.

### Recruitment timescales

Closing Date for applications	9am 20 <sup>th</sup> August 2024 November
Interview date	4 <sup>th</sup> September 2024 (TBC)
Employment commencement date	w/c 1 <sup>st</sup> October 2024 (TBC)

**Candidates applying must ensure they are available for interview W/C 2<sup>nd</sup> September 2024.**

**Application documents - download from <https://todmorden-tc.gov.uk/vacancies>**

This consists of:-

- a) This letter
- b) Job Advert
- c) Application form for you to complete and return
- d) Job Description and Criteria (pdf)
- e) Equality and Diversity Monitoring form for you to complete and return

You must complete the application form and return this by the closing time/date of 9am on the 20<sup>th</sup> August 2024 by email to [townclerk@todmorden-tc.gov.uk](mailto:townclerk@todmorden-tc.gov.uk)

You may also, if you wish, send a paper version to

Naomi Crewe  
Town Clerk  
Todmorden Town Council  
Bridge Street  
Todmorden  
OL14 5AQ

Please note that all applications will have all personal data removed before being presented to the shortlisting panel.

### Accompanying Information to assist your understanding

You may find it helpful to refer to Todmorden Town Council Website for details of what we have been doing and focusing on over the last five years. <https://todmorden-tc.gov.uk/>

### **Additional information**

If selected for an interview, you will be asked to bring original identification documents with you. These will be checked before proceeding and copied at the time.

### **Advising Applicants of initial application stage**

Both successful and unsuccessful applicants will be advised by email whether shortlisted or not.

Candidates who have been shortlisted for interview, will then receive an interview pack providing details of the date and time of interview and what identification documents to bring.

### **Interview Stage**

If shortlisted for interview, Candidates will be required to attend a formal interview at Todmorden Town Hall on 4<sup>th</sup> September 2024 (TBC). Applicants should ensure that they are available for interview in the week commencing 2<sup>nd</sup> September 2024.

The interview process will consist of three elements:-

- Interview with the Panel consisting of a set number of questions which will be the same for all candidates.
- A verbal presentation on *Helping Voluntary Groups to Become More Effective* will form part of the interview (maximum of 10 minutes).
- An opportunity to meet existing staff for 15 minutes over some refreshments – (may be pre or post panel interview).

### **Selection of Candidate**

Once the interview process has been completed the panel will arrive at a consensus marking and then decide whether there is a suitable candidate to offer the position to.

It is anticipated that this decision will be made within 48 hours of interviews being held and all interviewees, whether successful or not, advised of the outcome.