



Prudhoe

TOWN COUNCIL

APPLICANT GUIDANCE TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER

Thank you for your interest in our exciting opportunity.

1. Applications should be submitted by email or post and be received by 12 noon on Friday 29th October 2021. Hand-written or electronic applications are acceptable.
2. Interviews will be arranged for week commencing 1st November. The interview panel will consist of three Councillors and the current Clerk. Interviews will be held at The Spetchells Centre, Prudhoe.
3. Shortlisted candidates will be asked to prepare and deliver a short presentation (5-10 minutes) on one of the following topics (*a projector and screen will be available*):
 - a. How would you contribute to reducing the carbon footprint of Prudhoe Town Council and its services?
 - b. How would you help the Council to engage with residents?
 - c. How would you increase the appeal of Prudhoe to visitors?

If you have any questions about the post, please contact Sarah Eden on (01661) 835487, or info@prudhoetowncouncil.gov.uk