



Bude-Stratton Town Council
The Parkhouse Centre
Ergue-Gaberic Way
Bude
EX23 8LD
Tel: 01288 353576
Website: www.bude-stratton.gov.uk
Email: accounts@bude-stratton.gov.uk

07 January 2019

Dear Applicant

Thank you for requesting the application pack for the role of:

Resolutions Facilitator

Please find enclosed (or download) the job description/person specification and an application form. Please note CV's will not be accepted. Please do ensure you complete the Post Applied For section of the application form.

The deadline for applications for this post is 12 noon on Wednesday 23rd January 2019

If you are selected for interview you will normally be contacted within one week of the closing date. Unfortunately we may be unable to respond to unsuccessful applicants, therefore if you do not hear from us within 2 weeks of the closing date, unfortunately, on this occasion you have been unsuccessful.

The anticipated timescale for shortlisting/interview is:

Shortlisting 25th January 2019

Interviews 1st February 2019

If you would like further information regarding this role, please email the Town Clerk via the contact details above, with the Subject Title – ‘Resolutions Facilitator’.

Yours sincerely

Keith Cornwell

Acting Town Clerk & RFO