

BRIDGNORTH TOWN COUNCIL



College House
St Leonard's Close
Bridgnorth
Shropshire
WV16 4EJ
Tel: 01746 762231
Email: info@bridgnorthtowncouncil.gov.uk

Recruitment Timeline

General Information:

| | |
|---------------------|--|
| Date: | January 2025 |
| Vacant Post: | Town Clerk 37 hours per week Up to NJC SCP 42 - 45 £51,802 to £55,367 per annum |

Bridgnorth Town Council is looking to recruit a full-time permanent position within its existing team.

The Town Council has high aspirations for the delivery of its services and working with its community and partners to deliver an exciting future for its residents, visitors and businesses.

Timeline:

| Date: | Recruitment Information: | Notes and Links: |
|---------------------------------------|---------------------------------|--|
| 31 st January 2025 | Recruitment Open Date | Information available <ul style="list-style-type: none">- JD & PS- Application Form- Background Information on Bridgnorth Town Council- Recruitment Timeline All available on Bridgnorth Town Council website. |
| From 31 st January 2025 | Recruitment Pack | Recruitment Pack is available on the Bridgnorth Town Council website. https://www.bridgnorthtowncouncil.gov.uk/ |

| | | |
|---|---|---|
| 27 th February 2025 | Closing Date | <p>All applications to be received by the Town Council by 5.00pm on Thursday 20th February 2025.</p> <p>Applications can be received via email or hard copies.</p> <p>Email address: info@bridgnorthtowncouncil.gov.uk</p> <p>Postal address: College House St Leonard's Close Bridgnorth Shropshire WV16 4EJ</p> <p>Please address applications: FAO Chair of Personnel Committee</p> |
| 3 rd March 2025 to 7 th March 2025 | Review of Applications and selection of candidates for interview. | <p>Successful candidates selected for interview will be notified by email on or before Friday 7th March 2025.</p> <p>Unsuccessful candidates at the selection for interview stage will be notified by email on Friday 28th February 2025.</p> |
| 12 th 13 th 14 th March 2025 | Interview and selection | Interviews will take place week commencing 10 th March 2025. |
| 12 th 13 th 14 th March 2025 | Interview and selection process | <p>The interview and selection process will include:</p> <p>Stage 1: Desk Top Exercise Stage 2: Presentation on a topic supplied by the interview panel in advance Stage 2: Interview Questions from a panel to include the Chair of the Personnel Committee, 2 Councillors, and HR Advisor.</p> |
| 17 th and 18 th March 2025 | Selection of preferred candidate following interviews | Interview panel to select preferred candidate. |
| Week commencing 17 th March 2025 | Update to Personnel Committee | Interview and selection panel to update Personnel Committee and provide details on the preferred candidate. |
| Week commencing 17 th March 2025 | References | References to be collected for preferred candidate |

| | | |
|-------------------------------------|--|--|
| 18 th March 2025 | Update and ratification to Full Council of Bridgnorth Town Council | Update from the Personnel Committee regarding preferred candidate and offer to be made. Formal ratification from Full Council. |
| 19 th March 2025 | Verbal offer to the preferred candidate | Preferred candidate will be telephoned, and verbal offer made following satisfactory references obtained. |
| 21 st March 2025 onwards | Formal Offer to preferred candidate. | |
| 24 th March 2025 onwards | Obtain relevant documentation and agree start date. | |
| TBC | Start Date | Welcome to Bridgnorth Town Council. |

NOTE: Please note this recruitment and selection process may change during the process, we apologise in advance for any inconvenience caused to candidates.