



## **Bishop's Stortford Town Council**

Bishop's Stortford is an ancient market town situated on the Herts/Essex border. It is conveniently located close to the M11 motorway and to Stansted Airport with excellent travel links to London and Cambridge and the North. The Town has grown significantly in recent years making it the largest town in East Herts, however it remains proud of its heritage and maintains a strong independent community spirit, with the Town Council working hard for its 37,000 residents.

The Council consists of 18 members who were elected to serve for four years in 2011 and employs 12 office staff (both full and part time) and 7 outdoor staff.

The statutory duties include management of the cemetery, 10 allotment sites, the closed Churchyard at St Michael's Church and some of the Town's open spaces and parks. The Council also provides the Tourist Information Centre, operates the regular and specialist markets and organises civic events including the ever popular Carnival and Christmas Fayre. The Council also administers several Trusts including Community Halls at St Michael's Mead, Havers and Bishop's Park as well as being Trustee of the Rhodes Birthplace Trust, which runs the Rhodes Arts Complex and Museum in South Road. This contemporary venue for arts and culture provides conference facilities and boasts a 300 seat theatre, a multi-purpose studio space, a museum and large exhibition gallery.

## The Roles

Two roles are being advertised as follows:

Number	Title	Hours	Remuneration**	Note
1	Tourist Information and Events Assistant	21-27 hours per week average: 10am – 4pm Monday*, Tuesday, Thursday and Friday Alternate Saturdays 9am – 3pm  Additional weekday hours to cover absences may be offered from time to time subject to mutual agreement	£8.80-£9.30per hour depending on experience and qualifications (£9,600-10,150pa for a 21 hour week/£12,340-13,050 for a 27 hour week)	Alternate working patterns may be available by mutual agreement.  If you would like us to consider an alternate working pattern please specify in your application.
2	Tourist Information Assistant (Saturday)	Saturday 9am – 3pm  Additional weekday hours to cover absences may be offered from time to time subject to mutual agreement	£8.50 per hour	

Applications must be received on or before 19<sup>th</sup> May 2017

Interviews will take place on 23<sup>rd</sup> and 25<sup>th</sup> May

\*Monday to be confirmed/optional, please state preference if any

\*\* In addition the Council offers 25 days holiday plus statutory public holidays (or in proportion for the part time roles) and a defined contribution pension scheme.