



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Telephone: 01582 708540

Email: info@houghtonregis-tc.gov.uk

www.houghtonregis-tc.gov.uk

November 2024

Dear Applicant,

Job Vacancy: Support Officer (Civic & Events)

Thank you for your enquiry and interest in the above position within Houghton Regis Town Council. You will find attached an application form, a job description and a person specification for the position.

At short listing stage, candidates will be assessed on the information provided on their application form and against the job description and person specification.

Please return your completed application form no later than 5pm on 22nd November 2024.

You can return your application form either by email or post as detailed below:

Return Email: louise.senior@houghtonregis-tc.gov.uk

Postal Address:

Private & Confidential
F.A.O Louise Senior
Houghton Regis Town Council
Peel Street, Houghton Regis
LU5 5EY

If you return your application by post, please ensure the correct postage is paid. Application forms without the correct postage will regrettably be returned to sender.

I will only contact you further if you are selected for interview.

Thank you for your interest in this vacancy and I look forward to receiving your application.

If you would like to find out more about Houghton Regis Town Council, visit our website at:
www.houghtonregis-tc.gov.uk

Yours faithfully

Ms C Evans
Town Clerk