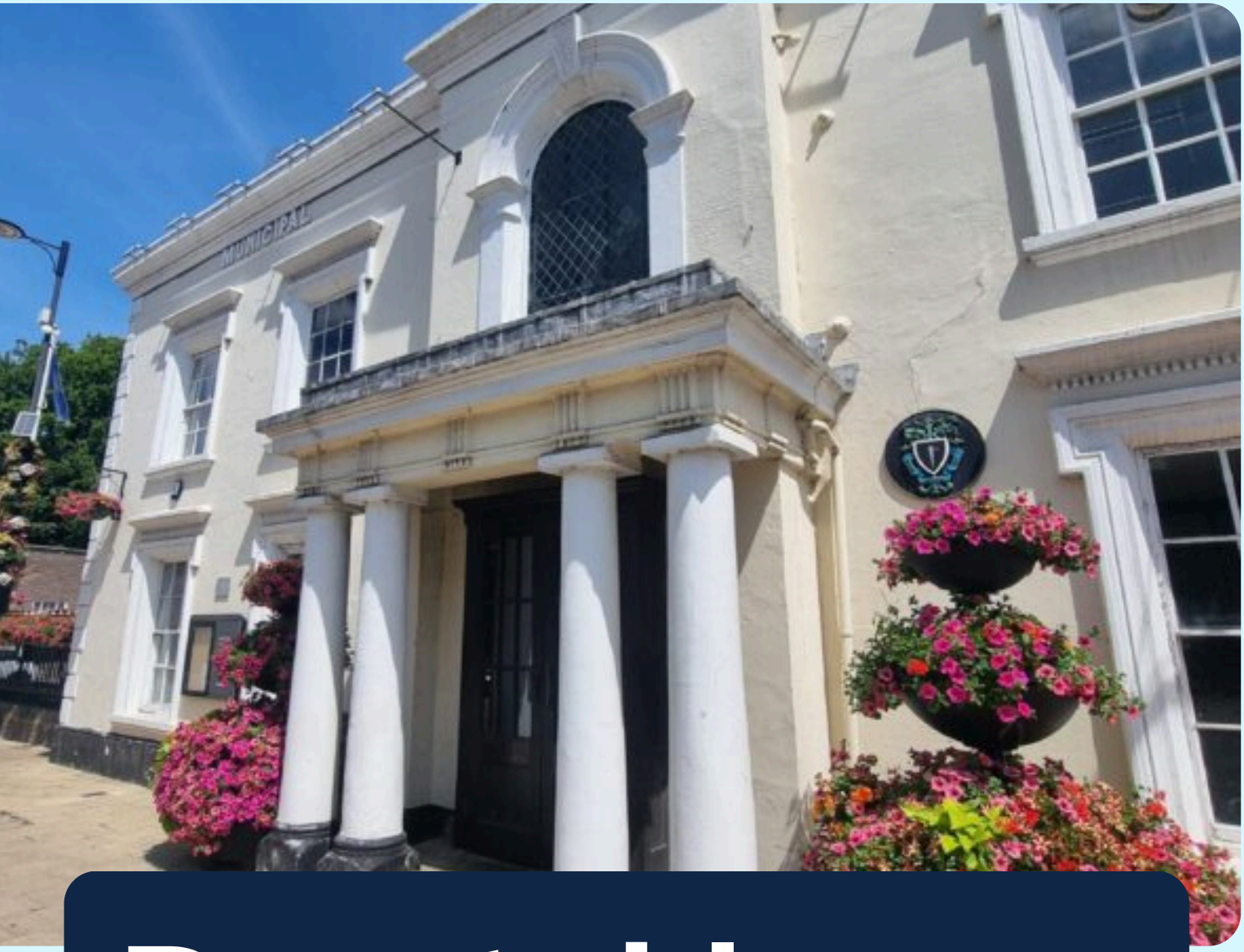


Dunstable Town Council

Recruitment Pack

DUNSTABLE TOWN COUNCIL

A Message from the Town Clerk & Chief Executive of Dunstable Town Council



At Dunstable Town Council, we take pride in serving the people and businesses of our town. As a Town Council we are free from the constraints of any reliance on Central Government funding, which means we can focus on delivering real improvements for our 40,000 residents, local businesses, and visitors.

As one of the largest town councils in the UK, we have an annual budget of £4 million and a dedicated team of 80 staff working across multiple locations to provide a wide range of services. We're currently delivering an ambitious four-year Corporate Plan to shape the future of our town through 2027 and beyond.

Why Join Us?

- We offer meaningful roles that impact your community.
- We are ambitious, people-focused, and committed to excellence.
- Our staff survey confirms we're a great place to work.
- We want the best people to help us achieve our goals.

If you have the right attitude, skills, and experience, we want to hear from you!

Paul Hodson

Paul Hodson
Town Clerk and Chief Executive of Dunstable Town Council









INVESTORS IN PEOPLE® Silver

Green Flag Award

ANGLIA IN BLOOM with the RHS

BRITAIN IN BLOOM® with the RHS

Green Heritage Site
Priory Gardens

LOO OF THE YEAR Awards

NABMA the voice of markets

ICCM Institute of Cemetery and Crematorium Management

OUR VISION

To help make Dunstable a better place

OUR MISSION

To do all we can to create a lively and vibrant town, promoting civic pride and improving the quality of life for all those who live, work and visit Dunstable.

OUR VALUES

RESPECT



HONESTY & TRUST



TEAM WORK



COMMUNICATION



PRIDE



OUR SERVICES

Bennett's Splash Park / Bennett's Café & Community Hub

Events Programme

Christmas Lights

Ashton Square Public Toilets

Middle Row Markets

Older People's Support Service

Mayoralty and Civic Functions

Allotments

Open Spaces, including Recreation Grounds and Play Areas

Priory House Heritage Centre and Tea Rooms

Grove Corner Youth Centre

Detached Youth Work

Dunstable Cemetery

Town Ranger services

Grove Skate Park

Town Centre Management






WHAT OUR STAFF SAY



I really like working for the Council and feel that all the staff in and outside my department are always very supportive.



I enjoy working for the Council and enjoy giving back to my community.



Dunstable Town Council is a great employer and a great place to work.



We are always given opportunities to attend training course to develop ourselves on a personal level.



I have always found everyone from all departments very helpful & working as part of a team.



I feel my opinion and feedback is valued by all.



The Council values our well-being and has great benefits to truly support me in both my career and personal life.

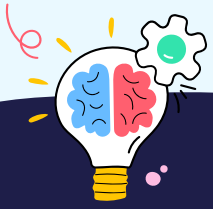


The Council is a great place to work.

SOME OF OUR BENEFITS



Generous annual leave allowance: up to 33 days plus bank holidays



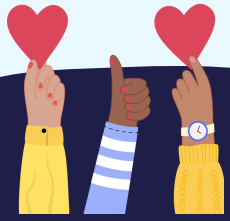
Commitment to training and development for all staff



Access to the Local Government Pension Scheme



10% staff discount at Council run venues



You can take 1 paid volunteer day per year



Employee Assistance Programme



Flexible access to your salary via Stream

We believe that our employees are the heart of everything we do. That's why we're committed to providing supportive and rewarding benefits designed with your well-being in mind. We're not just investing in your success at work—we're investing in you.

EQUAL OPPORTUNITIES

Dunstable Town Council is committed to Equal Opportunities and fully upholds the Equality Act 2010, prohibiting discrimination based on race, gender, age, disability, religion, sexual orientation, and more. We also pledge not to discriminate unfairly on trade union membership, political beliefs, or unrelated criminal convictions.

We promote Equality of Opportunity in all functions, including recruitment, through effective policies, monitoring, and evaluation. Recognising historical disadvantages, we take lawful positive action where needed. True equality requires commitment from all staff.

Please let us know if you need further information.

SAFER RECRUITMENT

Dunstable Town Council follows a safer requirement process for safeguarding young people and vulnerable adults.



HOW TO APPLY

- Please apply by submitting a CV and Covering statement (no more than four sides of A4 in length) aligned to the person specification on the job description.

- It is important to address the key requirements as set out in the person specification. Explain clearly how you match the essential and desirable criteria as these competencies will be used as part of the assessment process.

.

- Include your contact details.

- Please ensure all gaps in employment and education history are fully explained on your CV; we may wish to verify this information during the recruitment process.

- Please provide the details of two referees, including your most recent employer. We will only approach referees for successful candidates and only with your permission.

- We are an Equal Opportunities employer and are committed to ensuring a fair recruitment process for all. If you require any additional assistance in applying for this role, please contact our office at: info@dunstable.gov.uk or telephone; 01582 513000.

- Please refer to the job posting for important dates, including the closing deadline, shortlisting, and interview schedule.

- Please return your application to info@dunstable.gov.uk by the closing date.