



GLASTONBURY TOWN COUNCIL



Community Services Officer

Recruitment Pack
Spring 2026

Introduction

Thank you for your interest in joining the Glastonbury Town Council team. The history, myths, and legends surrounding Glastonbury go back millennia, and today it remains a place of pilgrimage as well as an internationally renowned tourist attraction. Roughly 750,000 people visit Glastonbury from all over the world each year, visiting for reasons as diverse as spirituality, myth, legend, exercise, reflection, and history, among many more.

The Town Council plays an important part of life in Glastonbury, being the most local level of Government; raising its money in Glastonbury to spend on Glastonbury. The Town Council is undergoing a seismic shift in terms of its operations and strategy, and it is committed to carbon neutrality by 2030. With an ever-more public-facing role to play, the Town Council is seeking the right two people to hold the role of Community Services Officer.

Glastonbury Town Council has an annual budget of £1.5 million and currently generates over £300,000 of commercial income; all of our budget is spent for the betterment of Glastonbury, its residents, businesses, and our visitors.

The Town Council has a dedicated team of 18 staff and operates the Grade II* listed Town Hall, a community hall, the Glastonbury Information Centre, the Glastonbury Museum in the c.15 Tribunal building, a town centre car park, and St Dunstan's House Community Health and Wellbeing Centre.

Our operations also see us host the annual Frost Fayre Christmas Market, coordinate the multi-award-winning Glastonbury in Bloom, the maintenance of several open spaces, and the devolution of services from Somerset Council, such as the weekly market and management of several play parks, open spaces, and public conveniences.

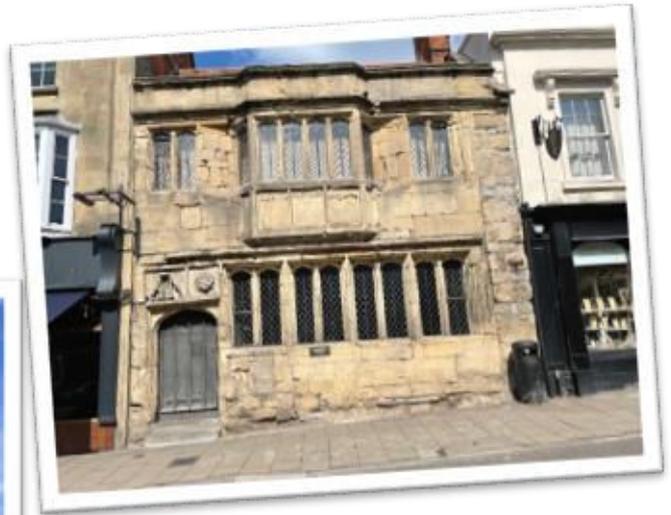
The role of Community Services Officer plays a vital role in ensuring the Town Council's estate and that the town's open spaces are maintained and improved for local people and visitors alike. Officers get involved in a wide variety of roles, and will predominantly be based outside, but some work covering events in the Town Hall / St Dunstan's House, and at our other venues will be occasionally required.

I hope this position is of interest to you, and that this recruitment pack will be informative. Please use the contact details later in this pack to contact me if you have any queries.

Conor Ogilvie-Davidson
Town Clerk



GLASTONBURY
TOWN COUNCIL



GLASTONBURY
MUSEUM
AT THE TRIBUNAL



GLASTONBURY
TOWN HALL



St. DUNSTAN'S HOUSE
COMMUNITY HEALTH & WELLBEING CENTRE



Glastonbury
Information
Centre

GLASTONBURY
IN BLOOM



BRITAIN IN BLOOM UK FINALIST 2024
with the RHS

Glastonbury

Discover shops selling everything from vintage clothes to candles and crystals. Stop by the Glastonbury Information Centre to explore the history, myths, and legends of the Town. Walk the Glastonbury Way and climb Glastonbury Tor.

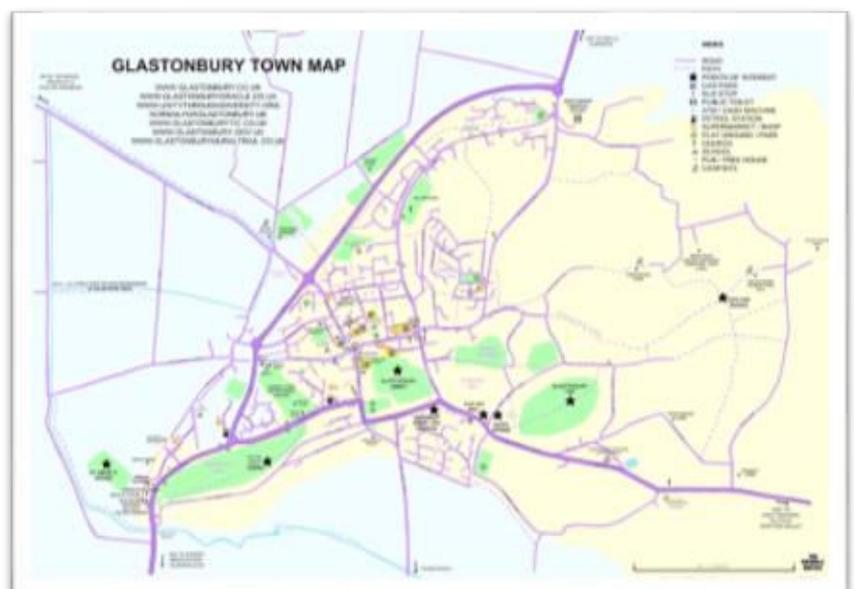
Add to this St. Patrick, St. Brigit, St. David, St. Margaret, and the illustrious Dunstan – ‘catching the Devil by the nose’; the Landscape Zodiac, Chalice Well, the White Spring, ‘the holiest erthe in Englande’, William Blake’s Jerusalem, IESUS MARIA, and mysterious, ancient journeys from the ‘Holy Land’... It’s hard to deny Glastonbury is unique.

As if all this were not enough, there’s the Abbey’s mysterious founding in the Wattle Church, Glastonbury’s connection with Joseph of Arimathea, the Holy Thorn, and – of course – the Holy Grail.

Quite rightly, for all these reasons, Glastonbury is known worldwide; and its unique cultural and spiritual heritage has even attracted the attention of the EU’s Enterprise and Industry Directorate General, as they seek to develop and promote a new pan-European spiritual and cultural tourism route, a modern-day pilgrim’s way, based on the legend of the Holy Grail, which crosses Bulgaria, Crete, Greece, Malta, Spain, and France, before arriving on our shores; culminating at the ultimate focus for all the strands of the Grail’s story: Glastonbury. In the words of the Holy Grail project team leader Professor Paul Fidgeon: “Glastonbury is the Mega-Node!”.

At the height of the Abbey’s fame, mediaeval Glastonbury was second only to Rome. Glastonbury was actually known as “the Second Rome”; Roma Secunda. Glastonbury was recognised as a spiritual centre of worldwide importance and significance in the past. Today, Glastonbury still flourishes as a unique visitor destination... Who knows? Perhaps the quest for the Grail ends here after all?

“May Glastonbury Flourish!”



High Street
Frost Fayre, 2023



The Role

Community Services Officer

Salary: Starting at NJC SCP 6 (£13.47 per hour, £25,989 per annum).

Hours: 37 hours per week with some evening and weekend working required on a rota.

Contract: Permanent (subject to 6-month probation).

Benefits: Local Government Pension, flexible working, free parking on working days, 23 days of annual leave plus bank holidays.

Reports to: Town Hall Manager.

Under the direction of the Team Leader / Supervisor, and in accordance with the practices and procedures of the Town Council, a Community Services Officer will join the team with duties which include:

- Inspections, grass cutting, and maintenance in public places including – Jubilee Park, Cemetery, Fishers Hill Recreation Ground, Herbies Field, and other open locations and play parks as required.
- Vegetation management as required - to include allotment field, defined public rights of way and improving road sign visibility.
- Cleaning and maintenance of the public buildings owned by the Town Council, including the Town Hall, St Edmunds Hall, and three public toilets.
- Setting up and clearing away meetings and functions in accordance with the diary of events held within the Town Hall and other buildings run by the Town Council.
- Supporting the Council with the delivery of the Frost Fayre, Glastonbury in Bloom and other events or initiatives as necessary.
- Other duties at the direction of the line manager.

Overtime working will be necessary as directed by the Team Leader. When such overtime is needed, reasonable effort will be made to give advance notice, although it must be understood that on occasion it may be necessary at short notice.

In accordance with the National Conditions of Service, overtime (hours worked over 37 per week) will be compensated as follows:

During normal hours ie 8am – 5pm	-	plain time
At other times Mon – Sat	-	Time and one half
Sunday	-	Double time
Bank Holidays	-	Double time plus time off in lieu

Full training will be provided together with a uniform and all of the required personal protection equipment (PPE) to ensure the tasks delivered are undertaken safely and in accordance with the Council's Health and Safety Policy and procedures.

The successful applicant is required to have a full driving licence as the use of council-owned vehicles to travel between locations is expected.



Glastonbury Tor
D-Day 80th Anniversary Commemorations
Beacon Lighting, 2024



Person Specification

Requirement	Essential / Desirable
Qualifications	
Effective numeracy and literacy skills (GCSE Maths and English or equivalent)	Essential
Certification in the use of chainsaws, strimmers and other horticultural equipment	Desirable
Knowledge	
To understand the importance of risk assessments and effective implementation of Health and Safety requirements and ensure they are upheld in the working environment	Essential
A knowledge of Glastonbury and immediate surrounds	Essential
An ability to learn quickly, particularly the safe and effective use of machinery in accordance with the instructions provided for the safe use of equipment	Essential
Skills	
Good interpersonal skills with the ability to 'lead by example'.	Essential
Ability to engage effectively with people as the role requires regular liaison with Councillors, residents and fellow staff	Essential
Ability to maintain and effectively operate specific machinery. (Appropriate training will be provided)	Essential
Experience	
Practical experience in the handling of horticultural equipment	Essential
The ability to take instruction, prioritise and implement the required actions with regular reporting to their line manager.	Essential
Direct responsibility for ensuring effective time management	Essential
Other	
Full driving licence	Essential
Ability to prioritise workloads and manage time effectively	Essential
Reliable and able to work effectively under pressure	Essential
A 'can do' attitude delivered with enthusiasm	Essential
Self motivated	Essential

How to apply

To have an informal conversation about the role, please contact the Assistant Town Clerk via the email address below.

assistantclerk@glastonbury.gov.uk

To apply, please submit your CV and a cover letter to Glastonbury Town Council by email to: vacancies@glastonbury.gov.uk

Applications should be received by 12 noon Friday, 10 April 2026.

Shortlisted applicants will be invited to interviews on Tuesday, 21 April 2026.

Anticipated start: May 2026