



Bishop's Stortford
Town Council
Job Advert
Chief Operations Officer

Job Title: Chief Operations Officer

Reporting to: Chief Executive Officer

Location: Bishop's Stortford Town Council Offices, CM23 2ND

Hours: 37.5 hours per week (Full Time)

Salary: £50,000 per annum (Pension Provision & 26 Days Annual Leave)

Closing Date: Friday 3rd April 2026 at 5.00pm

Application by: CV and Covering Letter

Application to: huw.jones@bishopsstortfordtc.gov.uk

Interviews: Between 6th to 17th April 2026

Start Date: Subject to Notice Period/Availability – Summer 2026

Advertisement

Bishop's Stortford Town Council is seeking an experienced and forward-thinking Chief Operations Officer to lead and shape the delivery of its operational and environmental services at a time of continued growth and ambition for the town.

This is a senior leadership role with responsibility for the strategic and operational oversight of the Council's grounds and open spaces, cemeteries, buildings, facilities and wider estate. You will ensure that the Council's estate and assets (as well as those that it

manages for others) are maintained to a high standard while actively contributing to the Council's environmental, biodiversity and sustainability objectives.

Reporting directly to the Chief Executive Officer, you will provide clear leadership to operational teams and contractors, embedding high standards of performance, compliance and health & safety. You will drive service improvement, oversee budgets and assets responsibly, and ensure that the Council's green spaces and facilities reflect the pride and aspirations of the local community and the approved Strategic Plan.

We are looking for a confident and capable leader with substantial operational management experience, ideally within a public sector or similarly regulated environment.

You will be comfortable advising elected Members, working collaboratively with colleagues and stakeholders, and balancing strategic oversight with practical leadership.

This is an excellent opportunity to play a pivotal role in shaping the future stewardship of Bishop's Stortford's public spaces and community assets within a respected and community-focused local authority.

EQUAL OPPORTUNITIES

Bishop's Stortford Town Council is an Equal Opportunities Employer. We are committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

ABOUT THE COUNCIL

Bishop's Stortford is an ancient market town situated on the idyllic countryside border of Herts and Essex. Bishop's Stortford's setting allows for walks through its green spaces and river which run throughout the town. There are a variety of attractions which are suitable for all of the family, and plenty of events for arts and history lovers.

Bishop's Stortford is conveniently located close to the M11 motorway and to Stansted Airport with excellent travel links to London, Cambridge and the North. The Town has grown significantly in recent years making it the largest town in East Hertfordshire, however it remains proud of its heritage and maintains a strong independent community spirit, with the Town Council working hard for its c.50,000 residents.

The Council consists of seventeen members who give their time and effort voluntarily and were most recently elected in 2023. The Council employs twelve office staff (both full and

part time) and eight maintenance staff. Its duties include management of the cemetery, ten allotment sites, Community centres, Community minibuses, the closed Churchyard at St Michael's Church and some of the Town's open spaces, splash pool 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, Remembrance and the Christmas Fayre. It awards both capital and revenue grants to a variety of Community groups both directly and through an associated charity, the Brazier Trust

The Council also administers several Trusts including Community Halls at St Michael's Mead, Havers, Bishop's Park and shortly Thorley Community Centre. It also administers the finances of Bishops Stortford Arts and Museum CIO, which runs the South Mills Arts and the Bishop's Stortford 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.

Bishop's Stortford has three tiers of Local Government, which are independently run and have separate responsibilities. The Town Council works closely with the other tiers (i.e. the District and County Councils) and with other stakeholders including the Police and the Business Improvement District to the benefit of the Town.

Full details of the Town Councils activities can be found on the website (www.bishopsstortfordtc.gov.uk). Minutes of all meetings of the Town Council and its Committees (which give a good insight into its operation) can be found in the document library on the site.