**Wotton-under-Edge Town Council**

**PERSON SPECIFICATION**

**Job Title: Town Clerk & RFO**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education** | -GCSE’s of English and maths minimum grade C, plus 2 x ‘A’ levels or equivalent  -CILCA or willingness to obtain within 1 year  -Evidence of commitment to continuing professional development | Degree or HNC in relevant discipline  Cert. HE (Community Governance)  Appropriate management, administration or professional qualification |
| **Experience** | -Minute taking and servicing committees.  -Minimum of three years’ experience of staff management and team leadership/motivation including application of personnel procedures.  -Experience of working as or supporting Responsible Financial Officer (or equivalent) in budget planning, keeping accounts and generating financial reports.  -Experience of managing buildings and other properties with regard to public safety.  -Experience of working in the public sector. | Experience as Clerk or Deputy Clerk of a large parish or small town council  Experience of advocacy and negotiation at a senior level.  Experience of producing statutory returns including year-end and audit.  Experience of being responsible for Health and Safety at Work  Records management.  Experience of managing projects and working in partnership. |
| **Skills and knowledge** | -Ability to create and manage own workload in the face of competing and changing priorities and organisational challenges.  -Flexible team player, good interpersonal skills who can motivate & promote high levels of commitment and achieve results through others including external partners.  -Excellent analytical and organisational skills.  -Proficient in standard office IT packages including Word, Excel, and PowerPoint,  -Excellent communication skills both written and oral. | Working knowledge of local government law, administrative and committee procedures and the planning system.  Experience of securing external funds/grants  Experience with Office 365, MS Teams and Sharepoint |
| **Personal Qualities** | -Flexibility of approach, open to innovative and creative ways of working.  -Ability to deal with a wide range of people with diplomacy and tact.  -A commitment to equal opportunities, diversity and community engagement.  -Ability to work alone and as a member of a team.  -Methodical and thorough approach to tasks.  -Ability to anticipate problems and find solutions with a positive attitude.  -Confident and able to deal with pressure. | Ability to generate ideas and consider strategic issues.  An interest in any of:  • Regeneration/community involvement  • Horticulture  • The arts  • The environment  • Local history  Ability to operate with complete impartiality in a sometimes ‘political’ environment |
| **Other** | -Ability to attend evening meetings and willingness to work at weekends if necessary.  -Ability to drive and provide own transport for official out of office duties. | Knowledge of civic protocol |