**Wotton-under-Edge Town Council**

**PERSON SPECIFICATION**

**Job Title: Town Clerk & RFO**

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|  | **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 councilExperience 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/grantsExperience 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 historyAbility 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 |