

Person Specification

Please ensure your application for this post provides evidence of the criteria set out in this person specification since they will be used to assess applicants through the sift and interview process

CATERGORY	CRITERIA	ESSENTIAL	DESIRABLE
Education, qualifications and achievements	Good general standard of education	√	
	Hold Certificate of Local Council Administration or equivalent or be prepared to work towards it if Council require		√
Knowledge and experience	Similar experience in an administrative role, preferably within local government	√	
	Experience of committee processes & procedures	√	
	Minute taking and take forward decisions of Committees	√	
	Knowledge of financial management procedures & control	√	
	Partnership work with statutory, voluntary and private sectors	√	
	Knowledge of local area/issues		√
	Experience of Grant funding applications		√
Skills and abilities	Excellent communication skills (written & spoken)	√	
	Good IT skills	√	
Personal qualities and attributes	Excellent organisational skills	√	
	Ability to prioritise work load & maintain varying deadlines	√	
	Assertive, tactful & diplomatic	√	
	Ability to work calmly to deadlines under pressure	√	
	Ability to project positive image of the Parish Council & local community	√	
	Ability to work professionally & on own initiative to provide information & advice to Parish Council	√	
	Commitment to & understanding of equal opportunities issues	√	
	Full Driving Licence and Car		√
	Willing to work evenings and weekends to cover Parish Meetings.	√	