



Parish Council Manager - Person Specification

Criteria	Essential	Desirable
Education, qualifications, training, knowledge.	<p>Tertiary qualification or equivalent work-based experience.</p> <p>Good working knowledge of parish and town councils, their procedures, and laws.</p>	<p>Hold Certificate in Local Council Administration (CiLCA) or equivalent, or significant experience working in/with parish and town councils.</p> <p>Qualified to degree level, ideally in a related topic.</p>
Experience	<p>Experience of working within the voluntary & community sector or a local authority environment.</p> <p>Experience of problem solving and dealing with complex issues.</p> <p>Experience of managing budgets.</p>	<p>Have or be willing to develop a keen and genuine interest in the parish and town council sector.</p> <p>Relevant experience in working for or with parish and town councils.</p> <p>Experience of working for or with principal councils.</p> <p>Experience of community engagement.</p> <p>Experience of managing projects.</p> <p>Experience of administering burials.</p> <p>Experience of managing staff and contractors.</p>
Skills and abilities	<p>A very quick and self-motivated learner.</p> <p>Works on own initiative, including identifying options for consideration by council.</p>	<p>Ability to identify sensitive issues and problems and identify appropriate solutions.</p> <p>Ability to undertake independent research and due diligence.</p>

	<p>Good interpersonal skills and high level of written and oral communication and numeracy skills.</p> <p>Ability to work under pressure and effectively manage changing work priorities.</p> <p>Strong organisational skills.</p> <p>Proficient in the use of Microsoft Office or similar.</p> <p>Ability to develop and sustain effective working relationships at all levels.</p> <p>Ability to work with elected members and members of the public from all backgrounds.</p>	
Other	<p>Able to deliver a flexible approach to working hours, i.e. regular evening and occasional weekend working.</p> <p>Must be comfortable with lone working.</p> <p>High degree of personal integrity.</p> <p>Must demonstrate diplomacy, tact and sensitivity.</p> <p>Ability to work on own initiative and as part of a team and be flexible, open to the ideas of others and willing to share skills with others.</p> <p>Stamina to sustain a demanding job.</p>	<p>Sound judgement and a mature, pragmatic and flexible approach.</p> <p>Demonstrates a strong commitment to partnership working.</p>