



PERSON SPECIFICATION

Post:	Community Services Manager/ also acting as Deputy Town Clerk, subject to qualifications and experience	Date Prepared:	23 rd March 2021
Hours:	37 hours	Scale:	Scale 7 - 10 (NJC pts 24-39). The final grade will be considered subject to suitable qualifications and experience.

ATTRIBUTES	ESSENTIAL	DESIRABLE	MEASURED
PROFESSIONAL QUALIFICATIONS AND EXPERIENCE			
Degree or equivalent Qualification in a relevant discipline, community development or similar.	√		Certificate or Diploma
Corporate membership of a relevant professional body.		√	Application Form/Interview
Evidence of continuing professional development.	√		Certificate/Application Form
At least 5 years as a manager in local government, CIC or similar		√	Application Form/Interview
Experience of managing, motivating, directing and co-ordinating a small multi skilled team in delivery of services to an excellent standard.	√		Application Form/Interview
Demonstrate experience of explaining, orally or in writing, complex and possibly contentious information to elected members and others on a variety of subjects;		√	Application Form/Interview
Experience in marketing, both public service and/or business organisations	√		Application Form/Interview
Experience in Town Centre Management and/or in working collaboratively with the business community	√		Application Form/Interview
Experience in strategic marketing	√		Application Form/Interview
Experience in corporate image development, and promotion and experience in public and media relations		√	Application Form/Interview



Experience in management of public buildings/facilities		✓	Application Form/Interview
Experience in working in partnership with both statutory & community organisations	✓		Application Form/Interview



Experience in running events and exhibitions	✓		Application Form/Interview
KNOWLEDGE			
Local government law as it applies to town and parish councils and the management of its functions		✓	Application Form/Interview
Ability to identify funding streams both statutory and grants funding	✓		Application Form//Interview
Management of projects	✓		Application Form//Interview
Demonstration of partnership working with statutory and voluntary organisations	✓		Application Form//Interview
Knowledge of employment law and equal opportunities legislation		✓	Application Form//Interview
An understanding of what is necessary to regenerate an area and its businesses		✓	Application Form//Interview
Knowledge of how to successfully engage the media	✓		Application Form//Interview
A knowledge of how the public realm is administered		✓	Application Form//Interview
Experience of marketing services and feeding information into their development	✓		Application Form//Interview
Knowledge of consultation techniques		✓	Application Form//Interview
Knowledge of application of IT in areas of responsibility		✓	Application Form//Interview
REQUIRED ABILITIES AND PERSONAL QUALITIES			
Excellent standard of written work	✓		Application Form//Interview
Robust financial management skills	✓		Application Form//Interview
Experience of public speaking		✓	Application Form//Interview
Well-developed advisory, counselling, negotiating and persuasive skills		✓	Application Form//Interview
Ability to drive	✓		Application Form//Interview
Strong team player	✓		Application Form//Interview
Motivational team play and leader who can take control when necessary but let others lead in appropriate situations	✓		Application Form//Interview



Personality, conduct and interpersonal skills that inspire confidence	√		Application Form//Interview
Able to act as a trouble shooter, arbitrator, problem solver and crisis handler	√		Application Form//Interview
Committed to local democracy, social justice and accountability to the community	√		Application Form//Interview
Commitment to customer care, equal opportunities and sustainability in service delivery	√		Application Form//Interview
Self-motivated and innovative	√		Application Form//Interview
Commitment to improving efficiency and effectiveness	√		Application Form//Interview