



PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Education, Qualifications and Training	Tertiary qualification or equivalent work-based experience High level of numeracy and literacy Commitment to obtaining the Certificate in Local Council Administration (CiLCA) in 12 to 18 months of appointment	Certificate in Local Council Administration (CiLCA) Other relevant, recognised professional qualifications. Degree or equivalent qualification
Competences (Knowledge, abilities, skills, experience)	Ability to work on own initiative and to deadlines Ability to be able to prioritise Experience of financial management Experience of leading and managing a small staff team Experience of problem solving and dealing with complex issues Experience of community liaison and dealing with members of the public Ability to take clear and accurate minutes of meetings Experience of website and social media communication in the context of a working environment Skilled in Microsoft Word and Excel	Experience of working as a Parish Clerk or in a Local Government setting Skilled in building effective working relationship with Councillors Experience of Committee administration Experience of financial management including budget setting and budget monitoring Experience of analysing and communicating complex information in order to write clear and accurate reports and correspondence Experience of managing land, buildings and other resources

	<p>Ability to use Zoom software or similar</p> <p>Ability to research and identify relevant information and act on it in a timely way.</p> <p>Ability to work effectively alone with minimal supervision</p> <p>Ability to work remotely from home with access to broadband</p> <p>Confident in abilities to build key relationships that will be predominantly be established remotely</p>	<p>Knowledge and experience of charitable trusts</p> <p>Ability to manage projects; delivering results to an agreed timescale and within budget</p> <p>Experience of facilities management</p> <p>Experience of change management</p>
Other requirements	<p>Space to store and hold working Council files</p> <p>Access to broadband</p> <p>Full driving license and access to own vehicle</p> <p>Willingness to work evenings when Council or committees meet and occasional weekends</p> <p>A high degree of personal integrity, tact and sensitivity</p> <p>Commitment to delivery through a team-based approach</p>	<p>Willingness to undertake training and take responsibility for own professional development</p>