**PERSON SPECIFICATION – EASTON PARISH COUNCIL CLERK**

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| **Essential skills and knowledge** | **Desirable skills and knowledge** |
| * To have experience of administration, minute taking, agenda’s, general communications. * To be organised, thorough and motivated. * To undertake ongoing training to maintain and gain the understanding of the legal and procedural issues for the Parish Council. | * Experience and knowledge of the Parish Council sector with an appreciation of the role and strategic importance of the town and parish sector. * Certificate in Local Council Administration (CiLCA) or other local administration qualification Minimum requirement is a willingness to train for the CiLCA. |
| **Skills & Knowledge**   * Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges * Advising on legalities regarding decisions to be made, supporting and constructive communication with elected members * Excellent IT skills including the ability to use a wide range of office software, including Microsoft Office * Flexible team player with good interpersonal skills * Excellent analytical and organisational skills * Excellent communication skills both written and oral | * Experience and knowledge of legal parameters for Parish Councils. |
| **Personal skills**   * Ability to deal with a wide range of people in an impartial, diplomatic, polite and professional manner. * Flexibility of approach, open to innovative and creative ways of working * 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 * Politeness, respect and credibility to deal with the public and   other local authorities or other  organisations   * To understand and respect working relationships | * Take instructions * Teamworking skills * Ability to act with integrity and impartiality |