**PERSON SPECIFICATION – EASTON PARISH COUNCIL CLERK**

|  |  |
| --- | --- |
|  |  |
| **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
 |