



Deputy County Officer

Person Specification

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Qualifications & Experience	❖ Professional qualification in the Certificate of Local Council Administration (CiLCA)	√		CV
	❖ Professional qualification in local government e.g. Degree in Community Governance		√	CV
	❖ Degree-level education or equivalent experience in local government, community development, public administration, or a related field		√	CV
	❖ Minimum 5 years of experience in a leadership role within local government, public sector, or membership-based organisation	√		CV
	❖ Proven record of engaging with elected members, community groups, and local stakeholder	√		CV
	❖ Experience in policy development, advocacy, and promoting local government interests	√		CV

	❖ Experience working with parish and town councils or similar grassroots local government organisations ❖ Familiarity with national and regional policy issues affecting local councils		√ √	CV CV
Knowledge & Skills	❖ Comprehensive understanding of the structure, roles, and responsibilities of local councils, with a particular focus on parish and town councils ❖ Excellent knowledge of local government policies, legislation, and funding sources ❖ Strong leadership and organisational skills, with the ability to manage multiple priorities effectively ❖ Excellent communication skills, both written and verbal, with the ability to present complex information clearly to a range of audiences ❖ Strong advocacy skills with the ability to represent the interests of councils and influence stakeholders ❖ Proficiency in using Microsoft Office and familiarity with digital engagement platforms	√ √ √ √ √ √		CV/Interview CV/Interview CV/Interview CV/Interview CV/Interview CV

	❖ Knowledge of the workings of other public sector organisations and their relationship with parish and town councils		√	CV/Interview
	❖ Understanding of funding opportunities and grants relevant to local councils		√	CV/Interview

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Personal Attributes	❖ Enthusiastic advocate for local democracy, community involvement, and the value of parish and town councils	√		Interview
	❖ Initiative-taking and self-motivated, with the ability to work independently and as part of a team	√		Interview
	❖ Strong people skills, with collaborative approach to working with a diverse membership	√		Interview
	❖ Elevated level of integrity, with a commitment to transparency and ethical standards	√		Interview
	❖ Adaptable and resilient, able to oversee change and respond effectively to emerging issues	√		Interview

	❖ Strong listening skills with ability to mediate and resolve issues at a local level	√		Interview
	❖ Strategic thinker with a vision for enhancing the role and impact of local councils in the county		√	Interview
	❖ Ability to motivate and inspire staff, volunteers, and council members		√	Interview
Other	❖ Available to work designated core hours @ 25 hours a week	√		Interview
	❖ Able to work occasional evenings or weekends	√		Interview
	❖ Has a clean full driving licence and personal transport	√		CV