**Clerk to the Council**

**Person Specification**

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| **Category** | **Requirement** | **Essential** | **Desirable** | **Demonstrates Criteria Met (Source)** |
| **Education and Training** | Good standard of general education | ✓ |  | CV |
| Has undertaken formal training in the Role of the Parish Clerk |  | ✓ | CV |
| Qualified to drive |  | ✓ | CV |
| **Experience** | 3 Years, experience as an administrator in supporting an organisation with a diverse range of activities in local government.  and reporting. |  | ✓ | CV  Interview |
| Experienced in administering accounts including budget preparation, management  and reporting. | ✓ |  | CV  Interview |
| Has managed individuals or teams of people. |  | ✓ | CV  Interview |
| Experience of working with representatives who are either elected or volunteers. |  | ✓ | CV |
| Has worked with or for public sector organisations |  | ✓ | CV |
| Has experience in procuring and managing services provided by suppliers or third parties | ✓ |  | CV  Interview |
| **Knowledge and Skills** | Demonstrates good verbal and written communication and numerical reasoning skills | ✓ |  | Occupational or Job Skills Test |
| Has a good understanding of MS365, Word and Excel and other related software. | ✓ |  | Interview |
| Demonstrates a good understanding of office technology for managing the Council and its activities. | ✓ |  | Interview |
| **Category** | **Requirement** | **Essential** | **Desirable** | **Demonstrates Criteria Met (Source)** |
| **Knowledge and Skills continued:** | Knows how to use social media and is able to manage and develop our website. | ✓ |  | CV  Interview |
| Demonstrates good leadership and management skills | ✓ |  | Interview |
| Has a good understanding of electronic financial management systems | ✓ |  | Interview |
| Knows and understands how to plan meetings, set agendas, take minutes | ✓ |  | CV  Interview |
| Has an understanding of Local Government. |  | ✓ | CV  Interview |
| Has good communication skills | ✓ |  | Interview |
| Is reasonably assertive | ✓ |  | Interview |
| Has a positive outlook | ✓ |  | Interview |
| Is self-confident | ✓ |  | Interview |
| Has an interest in local issues. |  | ✓ | CV  Interview |
| **Other** | Is available for 2 hours a week (12 Hours a Month) | ✓ |  | CV |
| Is able to work evenings | ✓ |  | CV |
| Has personal transport | ✓ |  | Interview |
| Is able to work from home | ✓ |  | CV |