



Clerk Person Specification

Key Criteria	Essential	Desirable
Education, Qualifications and Training	<p>Qualification gained at further education or equivalent work-based experience</p> <p>High level of numeracy and literacy</p> <p>Commitment to obtaining the Certificate in Local Council Administration (CiLCA) in 18 to 24 months of appointment</p>	<p>Certificate in Local Council Administration (CiLCA)</p> <p>Other relevant, recognised professional qualifications</p> <p>Degree or equivalent qualification</p> <p>Experience of community messaging to build presence via social media and other platforms</p>
Competences (Knowledge, abilities, skills, experience)	<p>Highly organised and methodical</p> <p>Ability to work on own initiative and to deadlines</p> <p>Ability to be able to prioritise</p> <p>Experience of leading and managing a small team</p> <p>Reasoned decision maker</p> <p>Experience of community liaison and dealing with members of the public</p> <p>Experience of project delivery</p> <p>Ability to take clear and accurate minutes of meetings</p> <p>Experience of website and social media communication in the context of a working environment</p> <p>Skilled in Microsoft Word and Excel</p> <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>Confident in abilities to build key relationships</p>	<p>Experience of working as a Parish Clerk or in a Local Government setting</p> <p>Skilled in building effective working relationship with Councillors</p> <p>Experience of Committee administration</p> <p>Experience of financial management</p> <p>Experience of analysing and communicating complex information in order to write clear and accurate reports and correspondence</p> <p>Ability to manage projects; delivering results to an agreed timescale and within budget</p> <p>Experience of successful grant application awards</p> <p>Experience of facilities management</p> <p>Experience of change management</p>

		Experience of Eptaph software
Other requirements	<p>Productive when working remotely</p> <p>A high degree of personal integrity, tact and sensitivity</p> <p>Commitment to delivery through a team-based approach</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 there may be a requirement to work occasional weekends or public holiday in support of events</p>	Willingness to undertake training and take responsibility for own professional development