

WICKWAR PARISH COUNCIL - PARISH CLERK: PERSON SPECIFICATION

	Essential	Desirable
1. Educational qualifications	• GCSE English and Mathematics at grades A – C, or equivalent • High level of literacy and numeracy • A recognised qualification in local government administration or the commitment to study and obtain the ILCA qualification within six months and to obtain the Certificate in Local Council Administration (CiLCA) within two years of commencement of the post	• A recognised qualification in local government administration
2. Work experience	• Experience of using MS Word, Excel, and Powerpoint • Experience of working in a business finance setting • Experience of dealing with members of the public in an appropriate manner • Experience of producing minutes at meetings • Experience of producing reports	• Previous local government experience/ experience within a Town or Parish Council setting • Experience of Wordpress for website • Experience of using accounts/pay systems • Experience or producing or interpreting financial reports • Line management experience
3. Skills/ knowledge and aptitude	• Excellent administrative and organisational skills • Excellent IT skills and presentational skills • Ability to problem solve and work on own initiative • Ability to understand the legal framework in which the Parish Council operates, including an understanding of health & safety, public liability, data protection, equalities, and freedom of information legislation • Ability to provide sound and impartial advice to Councillors based on current legislation • Ability to form and maintain sound working relationships with key internal and external stakeholders	• Understanding of the operating environment of a Parish Council

	Essential	Desirable
4. Communication Skills	• Excellent communication skills both written & oral and must possess and be able to demonstrate professional and constructive communication skills with Councillors, members of the public, contractors and other public & private sector organisations	
5. Motivation & ethics	• Ability to work diligently in a home-based environment • Ability to work effectively and efficiently under pressure and unsupervised • Trustworthy with confidential information • Self-motivated and confident with a flexible attitude to working • A track record of going above and beyond the basic job requirements to ensure that the Council is able to operate efficiently, effectively and trouble free • Able to attend evening meetings and demonstrate flexibility around the Council's requirements	• Previous successful home working experience
6. Other	• Ability to travel within the Parish and S Gos area	• Driving licence