

## PERSON SPECIFICATION

**POST TITLE: Parish Council Clerk**

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Good standard of educational achievement at least to GCSE</li> <li>• Willingness to participate in training and development opportunities</li> </ul>	A Level or vocational equivalent in relevant areas
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Management and operation of administrative systems</li> <li>• Use of Excel, Word and other ICT packages</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a similar context/role</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills</li> <li>• Effective use of ICT packages, including Excel, Word</li> <li>• Attention to detail</li> <li>• Strong verbal &amp; written communication skills</li> <li>• Ability to plan, organise &amp; take initiative</li> <li>• Ability to work constructively as part of a team, understand roles and responsibilities and your own position as clerk</li> <li>• Ability to take the lead role in producing and analysing required information</li> <li>• Ability to complete statistical returns</li> <li>• Ability to self-evaluate learning needs and actively seek development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical and problem solving skills</li> <li>• Research and marketing skills</li> <li>• Working knowledge of relevant policies/codes of practice/legislation</li> <li>• Knowledge of GDPR compliance expectations</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Integrity</li> <li>• Self motivation</li> <li>• Professional approach to work</li> <li>• Confidence</li> <li>• Moral courage</li> </ul>	