



## DEPUTY/ASSISTANT CLERK PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Relevant knowledge, Education, Professional Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Keen interest in and/or understanding of community affairs and politics.</li> <li>• MUST hold ILCA or FILCA or CiLCA (or be willing to achieve within two years.)</li> </ul>	<ul style="list-style-type: none"> <li>• Specific work experience / voluntary work experience / undertaken vocational or academic training / professional qualifications.</li> <li>• Good knowledge of the parish and Parish Council responsibilities.</li> </ul>
<b>Experience, skills and ability</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to represent the Council and its community</li> <li>• Ability to communicate clearly both verbally and in writing.</li> <li>• Ability and willingness to work closely with other members to maintain good working relationships with all members and staff.</li> <li>• Good reading, analytic and problem solving skills</li> <li>• Ability and willingness to work with the Council partners (e.g. Council sub groups, voluntary groups, other parish councils, principal authority, charities)</li> <li>• Ability and willingness to undertake relevant training as and when required.</li> <li>• Ability to work under pressure and make sound judgement.</li> <li>• Ability to research and report back on issues faced by the Council.</li> <li>• Good standard of computer literacy.</li> <li>• High standard of written English.</li> <li>• High standard of numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous council or parish / town council experience</li> <li>• Basic knowledge of legal issues relating to town and parish councils and local authorities.</li> <li>• Experience of financial control / budgeting</li> <li>• Basic grasp of health &amp; safety and human resource law.</li> </ul>



## DEPUTY/ASSISTANT CLERK PERSON SPECIFICATION

<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Ability and willingness to attend all meetings of the Council (including sub group meetings or the meetings of other local authorities and local bodies) in the evening and at weekends</li><li>• Flexible working approach</li><li>• Enthusiastic.</li></ul>	
---------------------------	---	--