

Person specification

Essential skills and knowledge	Desirable skills and knowledge
<p>Experience and knowledge of the parish sector Experience or knowledge of the parish sector with an appreciation of the role and strategic importance of the town and parish sector would be desirable. A willingness to undertake training to gain the understanding of the legal and procedural issues surrounding them would be essential.</p>	<p>Certificate in Local Council Administration (CiLCA) or other local administration qualification Minimum requirement is a willingness to train for the CiLCA.</p>
<p>IT literate Competent user of WORD, email, internet research communications etc.</p>	<p>Financial skills Able to deliver projects efficiently to budget</p>
<p>Interpersonal skills</p> <ul style="list-style-type: none"> • Credibility to deal with the public and other local authorities or other organisations • Patience and the ability to listen • Take and give instructions • Teamworking skills 	<p>Events management Experience of efficient management of events would be desirable.</p>
<p>Personal skills</p> <ul style="list-style-type: none"> • Self motivating • Excellent organisational skills • Able to prioritise • Able to meet targets and deliver to tight deadlines • Flexibility for weekend/evening work 	<p>Representation A willingness to attend meetings or events to represent the Councils should it be required.</p>
<p>A skilled communicator Must be able to demonstrate that they have the skills or experience to clearly and persuasively impart information, with the flexibility to adapt to different audiences and effectively communicate.</p>	<p>Reporting skills The ability to provide minutes, agendas and reports and other written material using clear and concise English.</p>