

DEPUTY CLERK TO THE COUNCIL – PERSON SPECIFICATION

Qualifications/Experience	
1 Essential	<ul style="list-style-type: none"> • IT skills, good working knowledge of Microsoft Office suite • Written and oral communication skills, effective with a wide variety of people • The ability to work under pressure to meet deadlines; balance priorities • Accuracy in handling legal documents and records. • Flexible working attitude and ability to work outside normal office hours, including some evening and weekend work • Enthusiastic, with the ability to manage and motivate staff and volunteers • The ability to maintain/update the Parish Council's website and social media page • Experience of minute taking, report writing and data analysis • Clean driving licence and own vehicle
2 Desirable	<ul style="list-style-type: none"> • ILCA or CiLCA qualified. • Experience of local government law and procedures • Experience of working with a Parish Council • Experience of managing staff • Qualifications gained in Further or Higher Education • Experience of financial systems and budgetary control
Personal Qualities	
	<ul style="list-style-type: none"> • Conscientious and honest. • The ability to deal with sensitive or confidential information.

	<ul style="list-style-type: none">• Strong communication skills.• Accuracy in record-keeping, financial management, and council documentation.• Ability to plan ahead and contribute to council initiatives.• A team Player whilst being able to work autonomously.• Willingness to work outside normal office hours, including evenings and weekends.• Ability to engage with a variety of people in different situations.• Commitment to community engagement and local democracy• Integrity, honesty and discretion
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