

# Staplehurst Parish Council

## Parish Clerk - Person Specification

These criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the specification in your application.

<b>ESSENTIAL</b>	
<b><u>Knowledge/Qualifications</u></b>	
Good standard of English and Maths	GCSE 'O' level C grade minimum, or equivalent
Local Government Knowledge	Knowledge of Local Government organisation and operation, including planning
<b><u>Skills</u></b>	
Ability to complete necessary training	E.g. The Certificate in Local Government Administration (CiLCA)
Computer skills	Word Processing, Spreadsheets, internet, email etc.
Staff Management	Experience of managing a small staff unit
Communication skills	Experience of servicing meetings, writing reports, letters and minutes. Excellent public facing and telephone manner
Customer Service skills	Experience of providing excellent customer service skills, including dealing with the public and "challenging" situations
Problem Solving skills	Able to use initiative to find workable solutions to problems
<b><u>Attitudes</u></b>	
Positive "can do" approach	Seeks solutions, responds positively, counteracts negativity
Can work on own initiative	Undertake research, provide advice, contribute to ideas
Able to work under pressure	Organised, can prioritise and meet deadlines
Flexibility	Able to service evening meetings and occasional weekend events
Team Player	Able to work with others

<b>DESIRABLE</b>	
<b><u>Knowledge/Qualifications</u></b>	
Parish Council Knowledge	Has worked for a Parish Council
Holds a relevant qualification	e.g. CiLCA or equivalent
Basic Financial knowledge	Can understand management accounts
Local Government knowledge	Knowledge of LG Acts - GDPR, Freedom of Information, Employment Law etc
Local Knowledge	Knowledge of the main issues affecting the Parish and wider area
<b><u>Skills</u></b>	
Community Engagement	Able to support community involvement
Creative ability	Able to contribute to the design of newsletters, posters etc
Presentation skills	Able to utilise relevant technology and speak confidently in public
<b>Other</b>	
Car Driver	Have use of vehicle for business purposes