# Parish Council Clerk and RFO - Person Specification

| Competency | Essential | Desirable |
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| **Education, professional qualifications, and training** | • High level of literacy and numeracy.<br>• Competent IT skills.<br>• Completion of, or working towards, the Certificate in Local Council Administration (CiLCA) – or willingness to do so and qualify within two years.<br>• Prepared to undertake training as identified by the employer. | • Achievement of any certification / qualification relating to local government.<br>• Administration and bookkeeping qualifications.<br>• Previous local government experience, direct experience in the town/parish council sector preferred. |
| **Abilities: Practical and Intellectual skills, and Aptitude** | • Ability to work effectively on own initiative or in a team.<br>• Ability to be the sole worker working from home.<br>• Ability to prioritise work.<br>• Self-motivated, able to meet strict deadlines and work calmly under pressure.<br>• Competent in book-keeping and administration (demonstrating a high standard of computer literacy).<br>• Ability to recognise political / legal consequences of action being recommended by Councillors.<br>• Ability to communicate at all levels, orally, in writing, electronically and on social media.<br>• Experience of minute taking.<br>• Experience of dealing with the public and contractors.<br>• Excellent organisational skills.<br>• Effective time management.<br>• Good analytical, investigative and problem-solving skills.<br>• Good project management skills.<br>• Trustworthy with confidential information and honest.<br>• Excellent inter-personal skills and ability to foster productive working relationships with Ward Councillors and officers of the | • Experience of managing a website and social media.<br>• Knowledge of GDPR and Health & Safety requirements<br>• Confident public speaker.<br>• A good working knowledge and understanding of Local Government structure and practices.<br>• Understands planning and planning policies.<br>• Ability to contribute to the strategic development of the Council. |

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| | Local Authority and other agencies/organisations.<br>• Ability to assist the council with community engagement.<br>• Ability to further raise the profile of the Council. | |
| **Additionally:** | • Willingness to work evenings when the council or working groups meet and at other times when needed.<br>• Flexible and committed to the effectiveness of the Council. | • Ability and means to travel to meetings and courses as required. |