



**PERSON SPECIFICATION
Deputy Clerk**

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Hold GCSE (Grade C or above) or equivalent in English & Maths. • General Certificate in HS&E 	<ul style="list-style-type: none"> • Be educated to A Level Standard • Working towards an ILCA • Working towards a CILCA qualification
FLEXIBILITY	<ul style="list-style-type: none"> • Be able to respond to changing situations • Willing to work outside normal office hours and be able to attend evening and weekend events and play a part in the civic life of the Parish Council 	
MEETINGS	<ul style="list-style-type: none"> • Understanding of agendas, minutes, 	<ul style="list-style-type: none"> • General knowledge of standing orders • General knowledge of legal procedures and law as it applies to Local Government.
COMMUNITY COMMITMENT AND SERVICE DELIVERY	<ul style="list-style-type: none"> • Maintaining high quality service delivery throughout all aspects of Council work • Experience of monitoring to secure effective running and/or maintenance of Council facilities by contractors, voluntary groups, etc 	<ul style="list-style-type: none"> • Experience in prepare funding bids to local, regional and national agencies.
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Commitment to equal opportunities 	
ADMINISTRATIVE AND COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Ability to relate to and communicate with staff, members of the public and external agencies using all forms of media. • Ability to give objective advice/support and information. • Good level of literacy – ability to read and digest reports. 	<ul style="list-style-type: none"> • Experience of administrative systems, particularly in Local Government or similar context • Project management skills

OFFICE MANAGEMENT/ PERSONNEL/ PEOPLE SKILLS	<ul style="list-style-type: none"> • Ability to prioritise work, set targets and generally work in an efficient manner. • Experience of managing people. • Work effectively as part of a team. • Ability to organise and manage resources to maintain and develop motivation, morale, trust and confidence throughout the organisation. • Experience in the management of contractors. 	<ul style="list-style-type: none"> • Basic knowledge of employment legislation and ability to advise Council on policy and procedure
FACILITY/ AMENITY MANAGEMENT	<ul style="list-style-type: none"> • Experience in the maintenance of outdoor and indoor amenities/services facilities • Experience of managing facilities including bookings, maintenance and contract setting. 	
HEALTH AND SAFETY AND RISK ASSESSMENT	<ul style="list-style-type: none"> • Understanding of health, safety and environmental requirements applicable to this role • Competent in Health & Safety legislation procedures for conducting risk assessments and safe systems of work and ability to implement across the Parish Council estate 	
FINANCE	<ul style="list-style-type: none"> • An understanding of and working to a budget. • Good level of numeracy – ability to interpret financial information. 	<ul style="list-style-type: none"> • Sound knowledge of Local Government finance and the accounts and audit regulations and ability to advise Council on policy and procedure. • Basic Financial Regulations
IT SKILLS	<ul style="list-style-type: none"> • Competent in the use of <ul style="list-style-type: none"> ▪ Microsoft word ▪ Excel ▪ Power Point • Able to use IT to provide effective and efficient administration and finance control. 	<ul style="list-style-type: none"> • Knowledge of computerised accounting systems (and in particular Scribe). • Working knowledge of Social Media (Facebook/Twitter)