

**PERSON SPECIFICATION**

<b>Requirements</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
Current full driving licence	Essential	Application
<b>Qualifications</b>		
Educated to A Level standard	Essential	Application/Certificates
Educated to degree level	Desirable	Application/Certificates
<b>Experience</b>		
Understanding of Local Government	Essential	Application/Interview
Understanding policy issues relevant to parish and town councils	Essential	Application/Interview
Policy development, and ability to present and explain policy positions	Essential	Application/Interview
Developing and managing projects	Desirable	Application/Interview
Customer/Member Service Organisation	Desirable	Application/Interview
Secretariat role	Desirable	Application/Interview
<b>Skills</b>		
Organisational	Essential	Application/Interview
IT (Microsoft applications)	Essential	Application/Interview
Excellent communication, written and verbal	Essential	Application/Interview
Research, interpretation and analysis	Essential	Application/Interview
Project Management	Essential	Application/Interview
Ability to build good working relationships	Essential	Application/Interview
Team/Committee development	Desirable	Application/Interview
<b>Other</b>		
Proactive/self-motivated	Essential	Application/Interview
Ability to prioritise and meet deadlines	Essential	Application/Interview
Ability to work away from the office and evenings as and when required.	Essential	Application/Interview
Judgement, tact, discretion and initiative	Essential	Application/Interview
Continuing Professional Development	Essential	Application/Interview

**Equality, Diversity and Inclusion Statement**

DALC is committed to equality, diversity and inclusion (EDI) and expects all staff and volunteers to share this commitment. DALC seeks to support this agenda by ensuring that at all stages of recruitment and selection are non-discriminatory and individuals are employed on the basis of ability and the requirements of the post as detailed in the job description and person specification.