



Clerk to Wembury Parish Council

Person Specification

	Essential	Desirable
Educational Qualifications	<p>GCSE English and Maths at grades A-C or equivalent</p> <p>High Level of literacy and numeracy</p>	<p>A recognised qualification in local government administration or the commitment to study and obtain them</p>
Work Experience	<p>Experience of using Microsoft packages including Excel</p> <p>Experience of dealing with members of the public in an appropriate manner</p> <p>Experience of producing minutes at meetings</p> <p>Experience of producing reports</p> <p>Experience of, and skilled at dealing with, varied and changeable work priorities</p>	<p>Previous local government experience</p> <p>Experience of updating and maintaining Wordpress websites</p> <p>Experience of managing Social Media pages</p> <p>Experience of managing contractors</p> <p>Experience of advising teams or individuals on legislative or similar obligations</p>
Skills/knowledge and aptitude	<p>Excellent administrative and organisational skills</p> <p>Excellent IT skills</p> <p>Ability to problem solve and work on own initiative</p> <p>Ability to understand the legal framework in which the Parish Council operates, including understanding of health and safety, public liability, data protection, equalities and freedom of information legislation</p>	<p>Understanding the operating environment of a Parish Council</p> <p>Proven skills in complex priority management</p> <p>GDPR/FOI/Health and Safety training</p> <p>Trained in Risk Assessment creation and management of risk</p>

	<p>Ability to provide sound and impartial advice to councillors based on current legislation</p> <p>Ability to form and maintain sound working relationships with key internal and external stakeholders</p> <p>Ability to prioritise workload independently and adapt to changing needs easily</p> <p>Ability to learn and use information about a wide range of topics</p> <p>Attention to detail</p> <p>Excellent record keeping</p>	
Communication Skills	<p>Excellent written and oral communication skills</p> <p>Ability to communicate with people from all walks of life and backgrounds effectively</p>	
Motivation and Ethics	<p>Ability to work diligently in a homebased environment</p> <p>Ability to work effectively and efficiently under pressure and unsupervised</p> <p>Trustworthy with confidential matters</p> <p>Self-motivated and confident with a flexible attitude to working</p>	
Other	<p>Able to attend evening meetings</p> <p>Ability to travel within the parish</p>	