

Coldridge Parish Council Clerk person specification

COMPETENCIES	ESSENTIAL	DESIRABLE	How assessed
Education, professional qualifications & training	1. Good literacy and numeracy skills 2. Prepared to undertake training as identified by the employer	1. Administration qualifications 2. General Data Protection Training/awareness 3. Freedom of Information Training/awareness 4. Completion or working towards the Certificate in Local Council Administration (CiLCA)	
Abilities: Practical and Intellectual Skills	1. Experience in financial administration and basic bookkeeping 2. Experience of dealing with the public 3. Ability to communicate effectively, orally, in writing and electronically 4. Ability to work effectively on your own and in a team 5. Ability to work to deadlines and prioritise workload and be flexible in approach to tasks 6. Ability to carry out research and prepare reports	1. An awareness of the advantages that new technology could have on the servicing of Council and its committees 2. Experience of preparing agendas and minuting meetings 3. Experience of making grant applications 4. Knowledge and understanding of Local Government structure and practices 5. Experience of co-ordinating and monitoring the work of contractors and reviewing their performance 6. Experience in updating/implementing policies 7. Ability to assist the Council with Community engagement 8. General knowledge of the Law related to local councils	
Meetings	1. Availability to attend evening council meetings, and others as required 2. Ability to produce agendas and supporting documents 3. Ability to take the minutes of meetings	1. Keep a rolling agenda and action log	
IT	1. Experience of using Windows and Office Suite applications		
Social Media		1. Experience of social Media Posts in accordance with relevant policies 2. Experience of updating Websites	
Travel	1. Current driving licence and access to transport		