

Person Specification

Criteria	Essential	Desirable
Education, qualifications, training, knowledge.	Tertiary qualification or equivalent work-based experience.	Hold Certificate in Local Council Administration (CiLCA) or equivalent, or significant experience working in/with parish and town councils. Good working knowledge of parish and town councils, their procedures, and laws. Qualified to degree level, ideally in a related topic.
Experience	Experience of problem solving and dealing with complex issues. Experience of managing budgets. Experience of managing staff and contractors.	Have or be willing to develop a keen and genuine interest in the parish and town council sector. Experience of working within the voluntary & community sector or a local authority environment. Relevant experience in working for or with parish and town councils. Experience of community engagement. Experience of managing projects.
Skills and abilities	A very quick and self-motivated learner. Ability to identify sensitive issues and problems and identify appropriate solutions Works on own initiative, including identifying options for consideration by council. Good interpersonal skills and high level of written and oral communication and numeracy skills.	Ability to undertake independent research and due diligence. Ability to work with elected members and members of the public from all backgrounds.

	<p>Ability to work under pressure and effectively manage changing work priorities.</p> <p>Strong organisational skills.</p> <p>Proficient in the use of Microsoft Office or similar.</p> <p>Ability to develop and sustain effective working relationships at all levels.</p>	
Other	<p>Able to deliver a flexible approach to working hours, i.e. regular evening and occasional weekend working.</p> <p>Must be comfortable with lone working.</p> <p>Must demonstrate diplomacy, tact and sensitivity.</p> <p>Ability to work on own initiative and as part of a team and be flexible, open to the ideas of others and willing to share skills with others.</p> <p>Stamina to sustain a demanding job.</p>	<p>Sound judgement and a mature, pragmatic and flexible approach.</p> <p>Demonstrates a strong commitment to partnership working.</p>