

Person Specification – Town Clerk

	Essential	Desirable
1. Education / Qualifications	<ul style="list-style-type: none"> • Minimum of Certificate of Local Council Administration (or willingness to obtain within the first 12 months of employment) • 2 A levels • Appropriate management, administration or professional qualification 	<ul style="list-style-type: none"> • Educated to degree or HND level or NVQ level 4 or above • Educated to graduate Level or equivalent
2. Work Experience	<ul style="list-style-type: none"> • Experience or working in a business or professional setting • Good understanding of basic financial procedures • General knowledge of how all levels of government operate in England • Excellent level of skill in the use of IT equipment and software • Ability to organise effective meetings • Ability to meet targets and deadlines • Ability to self-manage workload and work on own initiative and also as part of a small team 	<ul style="list-style-type: none"> • Experience of minuting meetings • Knowledge of local government procedures, law, and the town/parish council sector in general.
3. Management	<ul style="list-style-type: none"> • Ability to cope under pressure • Ability to consider the long- term financial consequences of Council • Ability to motivate and encourage others to embrace new ways of working and the raising of standards • Ability to organise and manage resources effectively • Evidence of experience in successful partnership working • Evidence of negotiating skills • High standard of literacy 	<ul style="list-style-type: none"> • Knowledge of current employment legislation • Previous experience working as a Town or Parish Clerk or in a senior position in a principal local authority, with a clear focus on community service, partnerships, and outcomes
4. General Skills /Knowledge and Aptitude	<ul style="list-style-type: none"> • Able to produce reports relevant to committees and the Council • Ability to problem solve in an inclusive manner • Willing to work with a variety of people and network with other authorities at all levels 	

5. Communication Skills	<ul style="list-style-type: none">• Ability to communicate in a clear and confident manner• Ability to work well and build good working relationships with staff, members of the public and Council• Ability to provide objective advice to Councillors in a timely and coherent manner• Excellent report writing skills	<ul style="list-style-type: none">• Practical experience of writing articles and press releases for magazines, newsletters and other media including websites.• Knowledge of using social media to communicate with different audiences including external agencies.
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	<ul style="list-style-type: none">• Ability to present to wide range of audiences•	
6. Personal Qualities	<ul style="list-style-type: none">• Ability and flexibility to grow with the role and undertake training• Ability to be flexible to meet deadlines• Be able to work evenings• Use open and fair processes• Able to work on own initiative and without supervision and within a small team environment.	