



PERSON SPECIFICATION FOR A DEPUTY CLERK

ESSENTIAL

Knowledge/qualifications:

English/Maths
Must undertake all necessary training

Minimum C grade GCSE or equivalent
National Association of Local Councils/Society of Local Council Clerks.

Skills:

Computer skills

Competent with Microsoft Office (2016 onwards), email communication, website management, online booking tools and cloud-based accounting software.

Management skills

Contractor management, co-ordinating responses from Councillors.

Communication skills
Good people skills

Strong verbal and written communication essential
Good customer focussed attitude, with the ability to deal with a variety of situations.

Problem-solving skills

Demonstrate initiative to solve problems as well anticipating them.

Meetings skills

Experience of protocols in meetings (training can be provided here) and taking minutes

Attitudes:

Can work on own initiative

Carrying out research to provide advice, contribute to ideas/policies

Able to work under pressure
Able to work to flexible hours
A team person
A positive attitude

Must be able to meet deadlines
Servicing evening meetings/weekend functions
Able to work well with others
Able to deal with negativity from people

DESIRABLE

Knowledge/qualifications:

Some knowledge of local government
Some knowledge of the locality
Some knowledge of relevant Acts of Parliament
Some knowledge of the education sector
Willing to undertake professional training

Previous experience at local government level
Main issues affecting the area
Local Government Acts, Data Protection, Freedom of Information, Employment Law
Experience with local school governance, education authority and interaction with schools
Certificate in Local Council Administration (CILCA)

Skills:

Creative ability

Able to contribute to the design of notices and newsletters



Presentation skills

Able to use equipment and speak in public

Car driver

Attendance at meetings and courses

Other:

Live within the parish

Reasonable journey time (it is up to a candidate to assess their ability to attend the place of work).