

PERSON SPECIFICATION – ASSISTANT TO THE TOWN CLERK

EDUCATION

- 2 A Level/ NVQ 3 or relevant experience Essential
- Certificate in Local Council Administration (CiLCA) or be prepared to work towards achieving it within the first 12 months of employment Desirable
- Willingness to undertake training and development Essential

EXPERIENCE / SKILLS

- Knowledge of statutory responsibilities, powers and functions of local councils Desirable
- The ability to deal confidently and sympathetically, both verbally and in writing, with Councillors, members of the public, other staff and colleagues from other authorities Essential
- Experience of working within an administrative team in a regulated and accountable organisation Essential
- Experience of working with local communities and partnerships e.g. voluntary groups, charities and local business Desirable
- Experience of applying for and track record of achieving grant funding Essential
- A high level of IT literacy with experience of Microsoft Office Programmes Essential
- Experience of maximising the use of IT systems to improve the delivery of services to internal and external users Desirable
- Experience of Minute Taking Essential
- Numerate and comfortable with figures. Knowledge of financial and accountancy procedures and software packages Desirable
- Experience in report preparation and acting as a committee clerk Desirable
- The ability to assimilate and convey information clearly and concisely and to maintain meticulous records Essential
- Be capable of exercising tact, diplomacy and discretion Essential
- A team player Essential
- The ability to work to deadlines and to plan work under pressure Essential
- Adaptable and enjoy working in a challenging environment and be able to work some unsocial hours Essential
- Able to undertake or assist with a colleague's work load if required Essential
- Ability to undertake risk assessments and perform all other necessary functions on the Council's behalf under health and safety legislation Desirable
- Hold a valid driving licence Desirable
- Ability to prepare and issue press releases and briefings, maintain website and post appropriately to Social Media Desirable
- Good understanding of the requirements of Data Protection Essential