

	Essential	Desirable
<b>1. Educational Qualifications</b>	<ul style="list-style-type: none"> <li>English and Mathematics GCSE's or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>I.T. or word processing training.</li> </ul>
<b>2. Work Experience</b>	<ul style="list-style-type: none"> <li>General office administration, including answering phones, data entry, filing and data management</li> <li>Customer service and dealing with members of the public</li> <li>Working knowledge of Microsoft Office and Microsoft Outlook</li> <li>Working knowledge of website and social media management</li> <li>Dealing with a range of administrative tasks at the same time</li> <li>Dealing with confidential information</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with or within a Town or Parish Council setting, with knowledge of how Town/Parish Council's operate</li> <li>Able to demonstrate a knowledge of the importance of good public relations with a desire to raise the Council's profile in the community</li> <li>Experience of organising/being part of a community event</li> <li>Experience of dealing with charitable/community groups</li> </ul>
<b>3. General Skills Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>Able to learn and be adaptable to changes in procedures and technology</li> <li>Proven ability to assess and react quickly to situations as they unfold</li> <li>Good organisational and administrative experience and the ability to prioritise workloads</li> <li>Able to form and maintain sound working relationships with key internal and external stakeholders</li> <li>Good oral and written communication skills, including ability to absorb and present complex information coherently and concisely</li> <li>Good presentational skills</li> <li>Strong IT Skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of servicing committees and minute writing</li> <li>Website management</li> </ul>
<b>4. Management Skills</b>	<ul style="list-style-type: none"> <li>Able to take on board a variety of viewpoints and establish a common understanding</li> <li>Able to work with others to deliver projects</li> <li>Able to manage self and meet targets and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Experience of event management</li> </ul>

<b>5. Motivation</b>	<ul style="list-style-type: none"> <li>• Self-reliant and self-motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake training and to act as the Council's representative</li> <li>• Able to learn and take on 'higher-level' tasks</li> <li>• Ability to be focussed but take the wider view</li> </ul>
<b>6. Communication Skills</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Able to communicate effectively including the ability to act with sensitivity and diplomacy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of writing press releases, social media posts, newsletters and other publications</li> </ul>
<b>7. Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to understand and consistently work within strict financial regulations, codes of conduct, policies and procedures</li> <li>• Ability to work under pressure to meet deadlines and to cope with problems calmly and effectively</li> <li>• Willing to deliver high quality services for the benefit of the community</li> </ul>	
<b>8. Other</b>	<ul style="list-style-type: none"> <li>• Able to attend ad hoc evening meetings and other out of hours events, if required</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to travel for training or to other Council facilities when required</li> </ul>