

Person Specification - Assistant Town Clerk

	Essential	Desirable	Method of Assessment
<p>Communication Excellent written and verbal communication skills</p> <p>Enthusiastic and able to convey the right message to the right audience</p>	<p>Workplace experience of effective communication, writing agendas and taking minutes at meetings.</p> <p>Workplace evidence of exceptional attention to detail.</p> <p>Experience of working with third parties.</p>	<p>Experience with social media sites and website administration systems.</p>	<p>Application Form</p> <p>Selection Process</p>
<p>Customer Service Clear focus on delivering excellent customer service.</p> <p>A positive, can do outlook</p>	<p>Workplace evidence of achieving high standards and/or taking ownership of requests</p>	<p>Experience of working in a customer facing role.</p>	<p>Application Form</p> <p>Selection Process</p>
<p>Team Working Able to understand team goals and to work together to deliver targets</p>	<p>Workplace experience</p> <p>Demonstrable experience of team working.</p>		<p>Application Form</p> <p>Selection Process</p>
<p>Managing Self and Others Ability to organise own time and paperwork/ information to meet project targets.</p> <p>Proficient use of Microsoft Outlook, Word, Excel and Publisher</p>	<p>Clear experience of working to and meet deadlines to deliver project outcomes.</p> <p>Experience of managing own workload</p> <p>Workplace experience of contributing to team success.</p> <p>Managing and co-ordinating a team of outdoor staff</p>	<p>Experience of managing a busy diary.</p> <p>Experience of managing projects.</p>	<p>Application Form</p> <p>Selection Process</p>
<p>Can Do Approach/Results Demonstrate ability to develop and implement projects including producing publicity and deliver projects to deadlines.</p>	<p>Experience of working to Key performance indicators and deadlines.</p>		<p>Application Form</p> <p>Selection Process</p>
<p>Management of Events Experience of running indoor and outdoor events</p>	<p>Workplace experience of creating risk assessments</p> <p>Workplace experience of dealing with Market Traders</p>	<p>Knowledge of Health and Safety legislation regarding events.</p>	<p>Application Form</p> <p>Selection Process</p>
<p>Commitment An understanding of and personal commitment to Belper Town Council's Vision and Values.</p>	<p>To be committed to and have the flexibility to work evenings and weekends</p>		<p>Application Form</p> <p>Selection Process</p>