

Criteria	Essential	Desirable	How Assessed
Education			
Educated to at least level 3 standard	E		AF
Certificate in Local Council Administration (CILCA) or willingness to achieve within an agreed timescale	E		AF
Previous Experience			
At least 3 years; experience of administration at a senior level in a similar role	E		AF
Experience of preparing agendas and taking minutes	E		AF
2 years or more experience as a Clerk or Deputy Clerk to a Town or Parish Council		D	AF
Staff Management			
Experience in directly managing staff and conducting annual performance reviews	E		AF/I
Knowledge of the Public Sector			
Good understanding of issues facing parish councils and the environment in which they operate	E		I
Understanding of local council procedures and law		D	I
Commitment to public service	E		I
Understanding of Local Authority environment		D	I
Skills and Abilities			
Good interpersonal and oral communication skills	E		I
Good written communication skills	E		AF
Ability to organise workload unsupervised and meet deadlines	E		AF/I
Political sensitivity, tact and diplomacy	E		I

Clerk to the Council

Person Specification

IT skills enabling use of word processing, spreadsheets, e-mail and internet	E		AF
Knowledge of website administration		D	AF/I
Knowledge of social media		D	AF/I
Other			
Prepared to attend evening meetings and weekend events as required	E		I
Full Driving Licence		D	I

AF = Application Form

I = Interview