**Derbyshire Association of Local Councils**

**Assistant Parish Clerk - Person Specification**

|  |  |  |
| --- | --- | --- |
| **ASSISTANT CLERK TO HATHERSAGE PARISH COUNCIL** | | |
|  | **Essential** | **Desirable** |
| **1.       Educational qualifications** | Good general education: 5 GCSEs or equivalent including Maths and English. | Qualification in local government administration. |
| **2.       Work Experience** | A basic understanding of local government.  Good office management skills.  Experience of minute taking at meetings.  Experience of working in a financial setting.  Experience of dealing with the public especially in confrontational circumstances. | Previous local government experience or experience as a clerk and/or willingness to undergo training. |
| **3.       Skills/ knowledge and aptitude** | Ability to understand the legal framework in which the Parish Council operates.  IT skills (Microsoft Office) – typing and spreadsheet skills.  Ability to minute meetings.  Able to produce reports.  Good communication skills.  Ability to problem solve. | Maintains a professional appearance.  Understanding the way Parish Councils work, especially in relation to District and County Councils and relevant legislation. |
| **4.       Motivation** | Able to maintain good relationships with Councillors, contractors and public.  Self-reliant and self-motivated.  Able to work alone without supervision and meet targets. |  |
| **5.       Other** | Able to attend evening meetings and demonstrate flexibility as required. |  |
|  | Driving licence, car owner and ability to travel to Hathersage. |  |