

### Hathersage Parish Council - Assistant Parish Clerk - Person Specification

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