

Hathersage Parish Council - Assistant Parish Clerk - Person Specification

DESIRABLE SKILLS AND EXPERIENCE	
1. Education and qualifications	Good general education; 5 GCSEs or equivalent including Maths and English.
2. Work experience	<p>A basic understanding of local government - previous local government experience and/or experience of clerking would be an advantage.</p> <p>Good office management skills.</p> <p>Experience of minute taking.</p> <p>Experience of dealing with the public including in challenging situations.</p> <p>Experience of working in a financial setting.</p> <p>Experience of working with contractors and traders.</p>
3. Skills/ knowledge/ aptitude	<p>Ability to understand the legal framework in which the Parish Council operates - or being willing to undertake relevant training.</p> <p>IT skills</p> <ul style="list-style-type: none"> • Experience in using Microsoft Office; • WordPress – skill/experience in posting on and updating a website; • Community social media - skill/experience in posting on community Facebook pages; • External services - skill/experience in using external websites and portals for room bookings or to report faults or incidents <p>Good communication skills.</p> <p>Ability to produce clear, concise reports.</p> <p>Ability to problem solve.</p>
4. Motivation	<p>Able to maintain good, professional relationships with Councillors, contractors and the public.</p> <p>Self-reliant and self-motivated.</p> <p>Able to meet targets and to work independently with minimal supervision.</p>
5. Other	<p><i>Must be able to attend evening meetings and demonstrate flexibility as required.</i></p> <p>Driving licence, car owner and able to travel regularly to Hathersage.</p>