

Hathersage Parish Council - Assistant Parish Clerk - Person Specification

DESIRABLE SKILLS AND EXPERIENCE	
1. Educational qualifications	<p>Good general education - 5 GCSEs or equivalent including Maths and English. Qualification in local government administration; or being willing to undertake relevant training.</p>
2. Work Experience	<p>A basic understanding of local government; previous local government experience and/or experience of clerking; being willing to undertake relevant training.</p> <p>Good office management skills.</p> <p>Experience of minute taking at meetings.</p> <p>Experience of dealing with the public including in challenging situations.</p> <p>Experience of working in a financial setting.</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 (Microsoft Office).</p> <p>Good communication skills.</p> <p>Ability to minute meetings.</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>Must be able to attend evening meetings and demonstrate flexibility as required.</p> <p>Driving licence, car owner and ability to travel regularly to Hathersage.</p>