

Person Specification

Please note that training will be provided to successful the candidate.

Criteria	Essential	Desirable
Personal Qualities	<p>Strong interpersonal skills.</p> <p>Methodical and thorough approach to completing tasks.</p> <p>Good communication skills.</p> <p>Ability to work professionally with a wide range of people from varying backgrounds.</p>	
Education	<p>A good level of education particularly mathematics and English.</p>	<p>Training in administration or project management.</p>
Experience	<p>Previous administrative experience of a similar nature to the required duties.</p> <p>Experience dealing with the public.</p>	<p>Previous local government experience.</p> <p>Minutes taking, report writing and meeting administration.</p> <p>Experience of managing contractors.</p>
Skills & Knowledge	<p>Ability to plan and effectively carry out list of tasks required of them with minimal supervision.</p> <p>Ability to problem solve and work own initiative.</p> <p>Able to deputise fully for Clerk in their absence.</p> <p>Good working knowledge of both Word, Excel and email software.</p> <p>Good presentational skills.</p> <p>An ability to learn and adapt to new systems, practices, polices and legislation, as required.</p>	<p>Knowledge of local government including the operating environment of parish councils.</p> <p>Experience in managing a public building i.e. Kings Worthy Community Centre</p> <p>Intermediate - advanced Microsoft Office skills.</p> <p>Knowledge of using proprietary IT systems</p> <p>Experience with Social Media platforms including Facebook.</p>

	Willingness to undertake further training. Basic accounting knowledge.	Experience with a double entry accounting package(s).
Other	Able to attend evening meetings and demonstrate flexibility as required.	