|  |  |  |
| --- | --- | --- |
| **Criteria.** | **Essential.** | **Desirable.** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | A. Education |  |  | | * A good standard of education. GCSEs at C/4 or above including GCSE Maths and English or equivalent. * Willing to work towards the CiLCA qualification. | * A relevant local government qualification (CiLCA) |
| |  | | --- | | B:  Experience | | |  | | --- | | * Experience working within a customer service environment. * Previous administrative experience of a similar nature to the required duties. * Experience of keeping financial records. * Able to work unsupervised and as part of a team. * Confident IT skills including experience of using Microsoft Office. | | |  | | --- | | Previous experience of:   * Being a Parish Clerk. * Working for a Local authority. * Minute taking experience. * Project Management * Grant funding applications | |
| |  | | --- | | C.  Skills & Knowledge | | |  | | --- | | * Knowledge of Local Council administration * Clear thinking, calm approach, able to deal with customers in a professional manner. * Clearly spoken, with excellent written, oral, and presentation skills. * A general awareness of equal opportunities and diversity issues. | | |  | | --- | | * Knowledge of the parish & issues that affect it. * Knowledge of the planning process. * General knowledge of Local Government functions. * Good understanding of GDPR legislation. | |
| |  | | --- | | D.  Personal  Qualities | | |  | | --- | | * Self-motivated. * Ability to work with a wide range of people with diplomacy and tact. * Strong interpersonal skills * Ability to plan and effectively carry out own work and deal with conflicting workloads | | |  | | --- | | * Problem solving abilities * Ability to deal with members of the public. | |
| |  | | --- | | E.  Other | | |  | | --- | | * Flexible approach to working hours with the ability to work occasional evenings. * Willing to undertake training. | | * Live within 5 miles of the parish. |