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

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| 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)
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| B: Experience  |

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| * 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.
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| Previous experience of: * Being a Parish Clerk.
* Working for a Local authority.
* Minute taking experience.
* Project Management
* Grant funding applications
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| C. Skills & Knowledge  |

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| * 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.
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| * Knowledge of the parish & issues that affect it.
* Knowledge of the planning process.
* General knowledge of Local Government functions.
* Good understanding of GDPR legislation.
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| D. Personal Qualities  |

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| * 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
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| * Problem solving abilities
* Ability to deal with members of the public.
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| E. Other  |

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| * Flexible approach to working hours with the ability to work occasional evenings.
* Willing to undertake training.
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 | * Live within 5 miles of the parish.
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