Nailsworth Town Council – Deputy Clerk Person Specification

Qualifications /Education /Training
Essential
- High standard of literacy and numeracy
- Willingness to undertake training

Desirable
- Certificate in Local Council Administration (CiLCA)

Experience
Essential
- Supervising staff, facilities and project management
- Organisational and administrative experience in a structured environment
- Experience of financial controls and monitoring
- Experience of committee work; agendas and minutes
- Experience dealing with the public

Desirable
- Experience of working in Local Government
- Experience of working with volunteers

Knowledge
Essential
- Knowledge of accounts and financial procedures
- Knowledge of local authority responsibilities

Desirable
- Knowledge of the local area and community
- Knowledge of local authority procedures, procurement and operations
- Knowledge of risk assessment and Health & Safety
- Knowledge of providing information in an accessible format

Skills and Competencies
Essential
- IT literate (competent in use of email, MS Office and the internet) with the ability to learn new systems
- Ability to research and produce understandable, concise written reports on complex topics
- Ability to organise and prioritise own and others' work
- Good interpersonal skills with the ability to work as part of a small team, develop and maintain good communication with staff, councillors, volunteers, external bodies, contractors and the public

Desirable
- Ability to identify ways to positively promote the council
- Business perspective and acumen
- Community development skills

Personal Attributes
Required
- Self-reliant and self-motivated
- Flexible, pro-active and 'hands on' approach to tasks
- Trustworthy with confidential information
- Community focussed
- Committed to the delivery of a quality service
- Committed to developing positive partnerships and relationships

- Proven ability and enthusiasm to adapt to change