**Deputy Clerk - Person Specification 2020**

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| **COMPETANCY** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Education, Professional qualifications, and training.** | A minimum of 5 x GCSEs, grade C or above (or equivalent) including English Language and Maths.  Willingness to undertake and achieve the Certificate in Local Council Administration (CILCA) within a specific timeframe. | A degree in any subject  Holds a Certificate in Introduction to Local Council Administration (ILCA)  Other relevant vocational and/or job-related training. | Application form.  Sight of certificates at interview. |
| **Knowledge and experience** | A good understanding of local government structure and practices.  Experience of administrative management, including formal meetings, in a complex environment.  Significant experience of maintaining good community and customer relations.  Experience of using own initiative to develop and manage at least two projects, involving other stakeholders (in any capacity)  Knowledge of Microsoft Office.  Awareness of issues relating to working with volunteers.  Understanding of Equality legislation. | Experience of working in a Town or Parish Council, preferably as a Clerk, or working in any Local Authority.  Evidence of effective organisational management including complex schedules, to a high standard.  A knowledge of Baildon and its community including some existing community networks.  Evidence of strong project management skills applied successfully to deliver a range of projects.  Wide use of all Microsoft Office software.  Experience of organising volunteers (in any capacity)  Experience of delivering services to diverse groups. | Application form.  Interview. |
| **Abilities: Practical and Intellectual skills.** | Clear and evidenced ability in financial management.  Excellent organisational skills, ability to prioritise and meet deadlines.  Strong inter-personal skills, ability to work effectively on your own and n a team.  Competent keyboard skills and an ability to use IT effectively. Competent in use of common computer programmes, email, and websites.  Strong communication skills, both orally and in writing, effective at all levels. | Evidence of managing budgets and accounts.  Evidence of ability to create and maintain good relationships and networks over a period of time.  Experience of managing website organisation and content. Fluent and confident user of social media. Ability to use these channels to increase community engagement.  Experience of working with the media.  Confident public speaker. | Application form.  Interview. |
| **Personal qualities** | Willingness to work regularly in the evening, when Council or committees meet, and work flexibly during weekdays as a result.  Willingness to undertake training.  Willingness to travel to all parts of Baildon and occasionally to meetings or trainings further afield.  Committed to the role and achieving the strategic objectives of the council  A commitment to working within the Town Council’s equalities and Health and Safety at work obligations. | Ability to manage own working time to meet needs of the council without close supervision. | Application form.  Interview. |