

LAPWORTH PARISH COUNCIL

Person Specification for Clerk and RFO to Lapworth Parish Council

	Essential	Desirable
Qualifications	5 GCSEs or equivalent including Maths and English.	CiLCA or equivalent.
Skills/knowledge/ experience	<p>IT skills, including use of electronic databases and systems, spreadsheets, email, internet updating and maintenance of social media.</p> <p>Ability to problem solve.</p> <p>Communication skills both oral and written.</p> <p>Good people skills.</p> <p>Organisational and administrative experience</p> <p>Ability to understand the legal framework in which the Council operates.</p> <p>Willingness to undertake training and to act as the council's representative.</p>	<p>Able to contribute to the design of notices and newsletters.</p> <p>Experience of working on community projects.</p> <p>Ability to deal with people from all walks of life.</p> <p>Experience of minuting meetings.</p> <p>Previous local government experience.</p> <p>Understanding of Local Government Acts including Data Protection, Freedom of Information, Employment Law.</p>
Attitude	<p>Able to maintain good relationships with councillors, contractors and public.</p> <p>Self-reliant and self-motivated.</p>	<p>Able to work under pressure.</p> <p>Sensitive to confidentiality issues.</p>
Other	<p>Able to attend evening meetings and demonstrate flexibility as required.</p> <p>Ability to access internet at home.</p>	