

ASH PARISH COUNCIL

PART-TIME ASSISTANT CLERK – PERSON SPECIFICATION

It is understood that not all those interested in the post will have the knowledge and understanding required. This person specification is therefore subject to negotiation in that a new post holder will be supported by the Clerk and the Council to attain the knowledge and understanding through attending training, or by the use of other methods agreed by the Council.

Essential Skills	Desirable skills
1. Physical ability to do the job <ul style="list-style-type: none">• Be able to attend committee meetings of the Council which are held in the evenings• Be able to act as a representative of the Council if required	<ul style="list-style-type: none">• Be able to attend site meetings etc. during the day as required
2. Qualifications and knowledge <ul style="list-style-type: none">• Microsoft Office, IT and electronic communication skills• Ability to prepare for, report on and minute meetings• Ability to manage and update the Ash PC Web-site (EIS platform)	<ul style="list-style-type: none">• Knowledge of legal, statutory and other provisions governing or affecting the running of the Planning and Neighbourhood Development Plan Committees
3. Experience <ul style="list-style-type: none">• Be able to work without supervision when responding to correspondence and other communications on behalf of the Council, always working within the policies of the Council	<ul style="list-style-type: none">• Experience of working in local government
4. Special Aptitudes <ul style="list-style-type: none">• Good communication skills, including verbal, written and listening skills• Ability to work co-operatively• Willingness to attend training and other events to become, and remain, informed• Ability to work flexibly according to the business of the Council, within the hours agreed	<ul style="list-style-type: none">• Knowledge of the area, and of the issues which affect the Parish• An understanding of working within this tier of local government
5. Circumstances <ul style="list-style-type: none">• To be able to work from home and be able to store and retrieve papers and reports pertaining to the Council• To be able to house and use the office equipment belonging to the Parish Council• To be able to house records as required for the delegated committees• To have broadband facilities	<ul style="list-style-type: none">• To have use of a vehicle