

Van Community Council

CLERK TO THE COUNCIL

PERSON SPECIFICATION

ATTRIBUTE	DESCRIPTION	ESSENTIAL	DESIRABLE
Experience	a) Experience of working in local government including committee administration and the taking of minutes		X
	b) Experience of monitoring budgets and preparing financial statements and final accounts	X	
Skills	a) Ability to communicate effectively, orally, in writing and electronically and to present views positively	X	
	b) Possesses a high degree of literacy and numeracy	X	
	c) Possesses excellent organisational skills	X	
	d) Possess excellent I.T.skills e.g., Word/Excel/Powerpoint	X	
	e) Ability to develop relationships with people at all levels in the organisation	X	
	f) Ability to work efficiently and effectively under pressure and on own initiative	X	
	g) Experience in dealing with the public	X	
	h) Manage/input information into the Council's website	X	
Knowledge/ Qualification	a) Knowledge of all tiers of local government and their inter-relationship		X
	b) Has a good standard of education to at least 'O' Level/GCSE or equivalent	X	
	c) Willing to undertake any additional training required	X	
Other Requirements	a) Availability to attend evening meetings of the Council as required	X	
	b) Availability to represent the Council at meetings during the day and evening	X	

when required		
c) Ability to maintain confidentiality	X	
d) Good project management skills		X
e) Ability to work alone	X	
f) Computer literacy in relevant software packages	X	
g) Car driver and owner		X
h) A flexible approach to the role	X	
i) Attendance at evening and some civic functions held at weekend and public holidays	X	
j) Willingness to attend training and other events	X	
k) Knowledge of the Welsh Language		X

