

PERSON SPEC – Deputy Clerk

Person Specification:

Job Requirement	Assessment Criteria		
	(E)ssential (D)esirable	(A)pplication	(I)nterview
EXPERIENCE			
IT skills, good working knowledge of Microsoft Office	E	A	I
Written and oral communication skills, effective with a wide variety of people.	E	A	I
The ability to work under pressure to meet deadlines; balance priorities.	E	A	I
Neatness, attention to detail and accuracy	E	A	
Flexible working attitude and ability to work outside of normal office hours.	E	A	I
Enthusiastic, with the ability to manage and motivate staff and volunteers	E	A	I
QUALIFICATIONS			
Qualifications gained in further or higher education	D	A	
KNOWLEDGE AND SKILLS			
Strong copywriting skills and excellent grammar	E	A	
Effective written, listening and verbal communication skills	E	A	
Experience of local government law and procedures	D	A	I
Knowledge of the work of Parish Councils	D	A	I
Experience of financial systems and budgetary control	E	A	
Knowledge of GDPR practices	E	A	I
Can write in plain English and transform complex information into easy to understand content.	E	A	
Have excellent interpersonal skills and show emotional understanding	E	A	
Have excellent organisational skills and attention to detail	E	A	I
PERSONAL ATTRIBUTES			
Self-reliant and self-motivated	E	A	I
Flexible, pro-active and “hands-on” approach to tasks	E	A	
Community focused	E	A	I
Commitment to the delivery of quality service	E	A	
Ability to foster good relations	E	A	

Mature common-sense approach	E	A	
Conscientious, honest and reliable	E	A	I
OTHER			
Ability to respond to changes in workloads and changing priorities by carrying out the role in a flexible manner which may include extended hours at the beginning/end of the day/weekends and bank holidays	E	A	I
Ability to work alone, use initiative and be forward-thinking	E	A	
Willing to share ideas and try new things, Have an ongoing desire to learn new skills and adapt to new ways of working	E	A	I
A willingness to attend training as needed	E	A	
A commitment to the values and work of the Parish Council.	E	A	I