

# Goudhurst Parish Council



## Person Specification

### Assistant Clerk to Goudhurst Parish Council

	Essential	Preferred
Qualifications	<ul style="list-style-type: none"> <li>▪ GCSEs (or equivalent) in Maths &amp; English, grade 5 (c) or above</li> <li>▪ A willingness to complete the ILCA qualification within 18 months.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A recognised qualification in Local Council administration</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>▪ Previous experience in an administrative role</li> <li>▪ Experience in a public facing role</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous local gov't experience</li> <li>▪ Experience of dealing with difficult situations.</li> </ul>
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> <li>▪ Able to use Microsoft Office tools to intermediate level and willingness to learn Council's software systems</li> <li>▪ Working knowledge of Facebook and willingness to engage with other social media platforms</li> <li>▪ Effective communication skills, both written and oral</li> <li>▪ Good interpersonal skills including tact and diplomacy</li> <li>▪ Time management skills, working to fixed deadlines</li> <li>▪ Methodical and accurate attention to detail</li> <li>▪ Able to prioritise and carry out multiple tasks</li> <li>▪ Able to work within a set framework</li> <li>▪ Able to maintain good relations with a range of stakeholders, including Councillors, contractors and the public</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of minuting meetings</li> <li>▪ Experience of website management</li> <li>▪ Experience of report writing</li> <li>▪ Using own initiative</li> <li>▪ Able to take responsibility for specific tasks</li> <li>▪ A basic understanding of the Data Protection Act and GDPR</li> <li>▪ Committed to working towards Quality Status for the Parish Council</li> </ul>
Personality	<ul style="list-style-type: none"> <li>▪ Organised</li> <li>▪ 'Can do' attitude</li> <li>▪ Self-reliant</li> <li>▪ Communicative</li> <li>▪ Approachable</li> <li>▪ Flexible</li> <li>▪ Of smart appearance</li> </ul>	
Additional Requirements	<ul style="list-style-type: none"> <li>▪ Able to attend evening meetings</li> <li>▪ Car owner/driver, willing to travel within and sometimes outside of the parish</li> <li>▪ Willing to undertake training as required</li> <li>▪ Ability to deputise for the Clerk in their absence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resident in Goudhurst Parish or close by</li> <li>▪ Flexibility on working hours</li> </ul>