

# **FLEGGBURGH PARISH COUNCIL**

## **PERSON SPECIFICATION CLERK TO THE PARISH COUNCIL**

### **Essential Attributes:**

- Good standard of education leading to a high level of literacy and numeracy.
- Knowledge of IT and computer systems.
- Experience of writing and presenting clear, concise reports.
- Experience of meeting procedures and administration including minute taking.
- Well developed communication and interpersonal skills with the ability to liaise with a range of people in an appropriate manner.
- Able to organize and prioritize workload with limited supervision.
- Able to advise and negotiate.
- Able to present complex issues in a clear and precise manner.
- Ability to work under pressure to tight deadlines.
- A flexible approach, remaining calm and objective under pressurized situations.
- Available to service meetings of the Parish Council (normally the fourth Thursday of the month).

### **Desirable:**

- Background in local government, particularly parish councils.
- Qualified in the Certificate in Local Council Administration.
- Knowledge of legal and statutory requirements relating to parish councils and the wider local government process.
- Previous experience of local council work.
- A full driving licence.