

Dodington Parish Council Parish Clerk/RFO Person Specification

Competency	Essential	Desirable
Education, professional qualifications, and training	<ul style="list-style-type: none"> • High level of literacy and numeracy • Competent IT skills • Completion of or working towards the Certificate in Local Council Administration (CiLCA) – or willingness to do so and qualify within two years. • Prepared to undertake training as identified by the employer 	<ul style="list-style-type: none"> • Administration and bookkeeping qualifications
Abilities and Experience	<ul style="list-style-type: none"> • Experience of dealing with the general public • Ability to communicate effectively, orally, in writing and electronically • Team management experience and ability to provide visible, motivational and inspirational leadership to staff • Effective time management • Political acumen and sensitivity with the ability to develop productive working relationships with Councillor's and advise the Council in a professional and impartial manner. • Competent in bookkeeping and administration (demonstrating high standard of computer literacy) • Ability to assist the council with community engagement • Ability to further raise the profile of the council 	<ul style="list-style-type: none"> • Confident public speaker • • A good working knowledge and understanding of Local Government structure and practices
Additionally	A willingness to work evenings when the council or working groups meet and at other times when needed.	Ability and means to travel to off-site meetings and courses as required