

**ALDWICK PARISH COUNCIL**

**ASSISTANT CLERK - PERSON SPECIFICATION**

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
Educational Qualifications	Good standard of education, preferably 5 GCSE's grade C or above (including English and Maths) or equivalent NVQ, or relevant experience.	Commitment to further professional development where required.
Communication Skills	Good written and oral communication skills.	Able to communicate information to a broad range of audiences.
Knowledge and Experience	Experience of working with the public.  Administrative experience and an understanding of office management.	Experience of working in local government.  Experience of organising meetings, agenda setting and minute taking.  Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business.
Skills	Ability to work unsupervised, or with minimum supervision, organise workload effectively, prioritising tasks, meeting deadlines.  Ability to work with accuracy and attention to detail.	Ability to adapt to changing priorities.  Proactive, 'can do' approach.  Diplomatic and tactful.
Information Technology	IT literate with experience including Microsoft Office packages, social media and the internet.	
Other	Able to work some evening hours in order to service Planning Committee meetings, attend/cover some Council meetings and occasional events.	