West Bradford Parish Council – Person Specification

Competency	Essential	Desirable
Education, Professional Qualifications and training	High level of numeracy and literacy. Good standard of education	Minimum GCSE English & Maths A-C, Levels 1-5 [or equivalent] Administration/Bookkeeping qualifications. Certificate in Local Council Administration (CiLCA)
Abilities: Practical and intellectual skills	Experience of working in a public-facing role. Ability to work individually, using own initiative, as well as part of a team. Ability to communicate at all levels orally and in writing, with good presentation skills. Ability to prioritise work, set and meet deadlines. Demonstration of excellent organisational skills. Ability to work collaboratively with Council members and third-party individuals and organisations. Ability to successful build community links. Competent in bookkeeping. Demonstrate a high standard of computer literacy e.g., MS Word, Excel, PowerPoint, Outlook and website admin	Confident public speaker. A good working knowledge and understanding of Local Government structure and practices, with particular regard to all aspects of governance / administration. An Understanding of Planning Legislation. Proven project management experience. Health & Safety and risk assessment experience.
Circumstances	Willingness to work flexibly as required. Attending monthly evening Council meetings and occasional weekend and evening working for events.	Current driving licence, own transport Local knowledge of the parish and an understanding of rural village life