

Essential skills and knowledge	Desirable Skills and Knowledge
<p><b>Experience and knowledge of the parish sector</b></p> <p>Experience or knowledge of the parish sector with an appreciation of the role and strategic importance of the town and parish sector would be desirable. A willingness to undertake training to gain the understanding of the legal and procedural issues surrounding them would be essential.</p>	<p><b>Certificate in Local Council Administration (CILCA) or other local administration qualification</b></p> <p>Minimum requirement is a willingness to train for the CILCA.</p>
<p><b>IT literate</b></p> <p>Competent user of WORD, Microsoft Office 365, email, internet research communications etc.</p>	<p><b>Financial Skills</b></p> <p>Able to deliver projects efficiently to budget</p>
<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>● Credibility to deal with the public and other local authorities or other organisations</li> <li>● Patience and the ability to listen</li> <li>● Take and give instructions</li> <li>● Teamworking skills</li> </ul>	<p><b>Events Management</b></p> <p>Experience of efficient management of events would be desirable.</p>
<p><b>Personal Skills</b></p> <ul style="list-style-type: none"> <li>● Self motivating</li> <li>● Excellent organisational skills</li> <li>● Able to prioritise</li> <li>● Able to meet targets and deliver to tight deadlines</li> <li>● Flexibility for weekend/evening work</li> </ul>	<p><b>Representation</b></p> <p>A willingness to attend meetings or events to represent the Councils should it be required.</p>
<p><b>A Skilled Communicator</b></p> <p>Must be able to demonstrate that they have the skills or experience to clearly and persuasively impart information, with the flexibility to adapt to different audiences and effectively communicate.</p>	<p><b>Reporting Skills</b></p> <p>The ability to provide minutes, agendas and reports and other written material using clear and concise English.</p>