

WESTHAMPNETT PARISH COUNCIL

PART TIME ASSISTANT CLERK - PERSON SPECIFICATION

	ESSENTIAL:	DESIRABLE:
Education	<ul style="list-style-type: none">• Good standard of general education	<ul style="list-style-type: none">• Minimum of 2 'A' levels or• Equivalent qualifications or experience
Experience	<ul style="list-style-type: none">• Previous administrative experience• Meetings administration / note taking• Dealing with enquiries from members of the public	<ul style="list-style-type: none">• Experience of small project management• Local government experience• Servicing committees, including minute taking• Liaison with local outside organisations
Skills/knowledge	<ul style="list-style-type: none">• Ability to prioritise own work• Good communications skills, both written and oral• Proficiency in standard office IT packages	<ul style="list-style-type: none">• Familiarity with procedures used in local government• Managing web-site content
Personal qualities	<ul style="list-style-type: none">• Ability to deal with a wide range of people with diplomacy and tact• Team player with good interpersonal skills• Methodical and thorough approach to tasks	<ul style="list-style-type: none">• Ability to help the Council improve its effectiveness and communications
Other	<ul style="list-style-type: none">• Availability to attend evening meetings• Own transport• Flexibility of working arrangement predominantly office based	