



BERSTED PARISH COUNCIL

Person Specification

(To be used when shortlisting applicants for interview)

Attributes	Essential	Desirable
1. Education/Qualification: ➤ Educated to A level standard or equivalent ➤ CiLCA or ➤ Prepared to study for CiLCA	✓ ✓	✓
2. Knowledge and Skills: ➤ Knowledge of local government roles at all levels County/District/Parish Councils ➤ Knowledge of the governance and statutory duties & responsibilities of Parish Councils ➤ Understanding of local area of Bersted, community and its issues ➤ Able to interpret and implement complex procedural guidelines and instructions ➤ Able to produce reports for Council after analysing incoming information ➤ Fully conversant with Word, Excel spreadsheets and Power Point ➤ Basic financial management experience	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
3. Previous Experience: ➤ Experience of Committee processes/procedures inc. agenda setting and minuting of meetings. ➤ Experience of producing key governance and policy documents ➤ Experience of working in a community setting and understanding what is important to local residents (ideally in the Arun District) ➤ Experience of balancing the needs of different groups	✓ ✓	✓ ✓
4. Attitudes and Disposition: ➤ Confident and persuasive communicator ➤ Flexible approach to work ➤ Able to work irregular hours; evening meetings etc. ➤ Ability to prioritise workload ➤ Ability to rise to challenges	✓ ✓ ✓ ✓ ✓	