



CHURCH STRETTON TOWN COUNCIL

TOWN CLERK – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Educational Qualifications	<p>Educated to degree level or equivalent.</p> <p>Appropriate management, administration or professional qualification.</p> <p>Certificate in Local Council Administration (CILCA) or willingness to work towards the qualification within 18 months of appointment.</p>	<p>Post Graduate Management qualification.</p> <p>Project management qualification</p> <p>Evidence of a commitment to continuing professional development.</p>
Experience	<p>Understanding/experience of local authority working.</p> <p>Understanding of the powers and duties of a Town Council and employment law.</p> <p>Experience in advising committees, preparation of meeting Agendas & Minutes.</p> <p>Proven track record in service delivery</p> <p>Experience of managing projects & delivering results on time.</p> <p>Experience of working in partnership with a diverse range of people and businesses.</p>	<p>Previous experience as a Town Clerk or Deputy Town Clerk</p> <p>Understanding of Health & Safety risk obligations.</p> <p>Understanding of commercial environments.</p>

	ESSENTIAL	DESIRABLE
Skills	<p>Excellent leadership skills.</p> <p>Excellent oral and written communication skills and record keeping.</p> <p>Ability in analytical report writing and analysis.</p> <p>Ability to provide objective advice to Councillors.</p> <p>Ability to work under pressure.</p> <p>Ability to take the initiative & devise creative solutions.</p> <p>Ability to negotiate & influence outcomes.</p> <p>Willingness to delegate.</p>	<p>Experience of PR and handling media enquiries.</p> <p>Experience of engaging with the public.</p> <p>Experience in charity management</p>
Information Technology	<p>Experience of using standard software systems and a working knowledge of Microsoft Office.</p> <p>Understanding of video conferencing platforms.</p> <p>Understanding of website management and current GDPR legislation</p>	<p>Familiarity with the use of social media (Twitter, Facebook etc.).</p>

	ESSENTIAL	DESIRABLE
Finance	<p>Ability to interpret financial reports.</p> <p>Experience of budget setting and monitoring.</p> <p>Experience of dealing with internal and external audit requirements</p>	<p>Accountancy qualification and/or experience of accounting in a public sector organization.</p> <p>Experience of charity funding and grant applications</p> <p>Experience of Omega accounting software or other local council specific package</p> <p>Experience in fund raising and grant-finding.</p>
Other	<p>Sets and expects high standards for both self and others.</p> <p>Collegiate, cooperative personal style.</p> <p>Ability to operate with complete impartiality in a political environment.</p> <p>Current driving licence and access to vehicle</p> <p>Availability to attend evening meetings, talks to local groups and occasional weekend working.</p> <p>Accuracy and attendance to detail</p>	