

TWYFORD PARISH COUNCIL
PARISH CLERK - PERSON SPECIFICATION

EXPERIENCE	ESSENTIAL	DESIRABLE
Able to work on own initiative and monitor their deliverance	Able to demonstrate past success.	Previous experience of lone working from home
To have good organisational skills and ability to plan, organise and prioritise work for self to achieve specific goals.	Able to demonstrate past success. .	Previous experience
Excellent written and verbal communication and interpersonal skills	Experience of working with the general public/service users / volunteers with a range of needs	
Able to identify tasks for completion and schedule these into a programme of work that makes best use of time & resources, liaising with grounds and caretaking staff and users of facilities.	Previous experience, methodical & organisational skills. Interpersonal skills. Understanding of nature of business.	
Good pro-active office management skills	Able to demonstrate past success	Previous local government experience
Experience of minute taking at meetings	Able to demonstrate understanding of Committee processes	Previous experience of minutes for local government meetings.
TECHNICAL		
Use of Microsoft office	Demonstrate knowledge and previous experience	Formal qualification
Use of Accounting package	Demonstrate knowledge and previous experience	Formal qualification
Ability to update websites / mailing list	Demonstrate knowledge and previous experience	Experience of using Word Press platform / mail chimp
OTHER WORK RELATED REQUIREMENTS	ESSENTIAL	DESIRABLE
Must have enthusiasm, drive and commitment and a flexible attitude	Demonstrate previous success	
Willingness to undertake routine tasks e.g. filing	Demonstrate previous success	
Evidence of capacity for learning and applying new skills quickly	Demonstrate previous success	Demonstrate continued professional learning
Ability to work from home and manage communications regularly electronically from sports users	Demonstrate previous success	