



**Parish Clerk: LC2 level (for LC1 level see below).
Person Specification
July 2019**

Competency	Essential	Desirable
Abilities: Knowledge and practical skills	<p>Good organisational skills</p> <p>Ability to communicate at all levels in the community both orally and in writing</p> <p>Ability to work effectively on your own and in a team</p> <p>Ability to prioritise and manage workload and meet deadlines</p> <p>Sound IT skills</p> <p>Experience of working with and dealing with the public</p>	<p>A good working knowledge and understanding of Local Government structure and practices</p> <p>Ability to recognise and advise the Council on the consequences of its proposed decisions</p> <p>Experience of advising and servicing committees and working with members</p> <p>Website experience, or a willingness to learn</p> <p>Knowledge of a computer accounting package</p>
Education, professional qualifications and training	<p>Good general education</p> <p>Good level of numeracy and literacy</p> <p>Completion of the SLCC <i>Introduction to Local Council Administration (ILCA)</i></p>	<p>Completion or working towards the SLCC <i>Certificate in Local Council Administration (CiLCA)</i> or <i>Certificate of Higher Education in Community Governance</i></p>
Circumstances	<p>Willingness to work evenings when the Council or its committees meet</p> <p>Flexible and committed to the Council</p>	<p>Current driving licence</p> <p>Resident of the local area</p>

LC1 level: The competences shown in bold type are essential; for the other competences, we would expect a successful applicant to show good potential and strong motivation.

Moretonhampstead Parish Council

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