

HIGHAM FERRERS TOWN COUNCIL

PERSON SPECIFICATION- ASSISTANT TOWN CLERK

Essential Criteria	Desirable Criteria
Key Skills and Abilities	
<ul style="list-style-type: none"> • Sound working knowledge of Microsoft Office. • Good oral and written communication skills including the ability to relate to, and communicate with Councillors, staff, members of the public and external organisations. A high standard of numeracy and literacy. • Ability to effectively organise personal workloads. • Ability to undertake a diverse workload. • Ability to minute and produce accurate records of meetings. • Computer literate. 	
Education and Qualifications	
<ul style="list-style-type: none"> • GCSE grade A – C in English and Maths. • Willingness to work towards achieving the Certificate in Local Council Administration. (CiLCA) • Commitment to continuous professional development 	<ul style="list-style-type: none"> • CiCA • ILCA
Knowledge and Experience	
<p>Working with the public and a good level of customer care. Previous office experience. Previous local government experience</p>	<ul style="list-style-type: none"> • Administering financial processes. • Experience of bidding for external funding • Understanding of current Health and Safety Legislation. • Project Management • Estates Management • Working knowledge of the procedures, roles, duties and responsibilities of a Town Council • Event Management • Community Engagement • Website Management • Cemetery Mangement
Personal Attributes	
<ul style="list-style-type: none"> • Good interpersonal skills. • Ability to work in a team. 	<ul style="list-style-type: none"> • Lives local to Higham Ferrers

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<ul style="list-style-type: none">• Ability to use one's initiative appropriately.• A flexible approach to work and working hours, including availability for evening meetings and occasional weekend work.• Self motivated and a positive attitude.• Full driving licence and access to a vehicle.	
Other	
<p>Ideally we are looking for someone with good organisational abilities and customer care skills who is able to work well under pressure.</p>	