

PERSON SPECIFICATION

	Essential/Desirable	
KNOWLEDGE/EDUCATION		
Educated to Level 4 qualification or minimum of 2-year experience in the local government	E	
Knowledge and experience of how to prepare and manage budgets	E	
Knowledge and experience of relevant financial procedures	E	
Certificate in Local Council Administration (CiLCA) or similar qualification		D
The Law relating to Local Councils including the General Data Protection Regulation, Risk Management, Health & Safety		D
SKILLS		
Preparation of Agendas, Minutes and Reports	E	
Strong communication, negotiating and interpersonal skills	E	
Able to deliver through partnership arrangements including through charities/voluntary groups and other public sector organisations	E	
Project delivery – involvement in the delivery of small individual projects	E	
Able to identify opportunities / projects and create comprehensive business cases	E	
Website management and Social Media interaction		D
IT - competent in Word, Excel, Power-Point, Outlook	E	
ATTRIBUTES		
Ability to use own initiative and experience to seek proactive solutions	E	
Open to new ideas, projects, and concepts	E	
Work flexibly and with tenacity and integrity	E	
Committed to delivering quality services to all stakeholders	E	
Commitment to driving own personal development	E	