Parish Clerk/RFO PERSON SPECIFICATION

Qualifications	
Essential	**Desirable**
• Relevant qualification or experience of undertaking the work of a parish clerk • ICT skills (particularly MS Outlook, Word, Excel and PowerPoint) • Driving licence and use of own vehicle or the ability to transport yourself around the parish on a regular basis.	• Certificate in Local Council Administration (CiLCA), including Section 7 (General Power of Competence)
Work Experience	
Essential	**Desirable**
• Experience in the workplace in a management, senior administrative or similar capacity • Experience of working indepdently and as part of a team • Use of ICT including for administrative and financial purposes • Report writing and minute taking • Financial and resource management • Experience of accounts programmes, such as Scribe and Rialtas • Office and staff management	• Working with local communities and local government, including elected members • Working collaboratively on multi-agency work • Project management skills • Experience of fundraising • Communications and public relations, such as writing press releases or social media posts. • Presentation skills
Personal Knowledge	
Essential	**Desirable**
• Health & Safety as it affects the workplace and facilities management • Understanding of the different work areas of local government • Staff/team supervision • Project planning and delivery • Presentation skills	
Personal Qualities	
Essential	**Desirable**

• Ability to positively communicate in person and in writing with people across a spectrum of work areas • Self-motivated • Integrity and honesty • Patience • Tenacity • Able to multi-task well to balance competing demands	

Other

Essential	Desirable
• Able to work and travel across the local area as required, with access to a car or other form of available transport • Able to work evenings and some weekends	