

	Essential	Desirable
1. Educational Qualifications	<ul style="list-style-type: none"> English and Mathematics GCSE's or equivalent qualification 	<ul style="list-style-type: none"> I.T. or word processing training.
2. Work Experience	<ul style="list-style-type: none"> General office administration, including answering phones, data entry, filing and data management Customer service and dealing with members of the public Working knowledge of Microsoft Office and Microsoft Outlook Dealing with a range of administrative tasks at the same time Dealing with confidential information 	<ul style="list-style-type: none"> Experience of working with or within a Town or Parish Council setting, with knowledge of how Town/Parish Council's operate
3. General Skills Knowledge and Aptitude	<ul style="list-style-type: none"> Able to learn and be adaptable to changes in procedures and technology Proven ability to assess and react quickly to situations as they unfold Good organisational and administrative experience and the ability to prioritise workloads Able to form and maintain sound working relationships with key internal and external stakeholders Good oral and written communication skills, including ability to absorb and present complex information coherently and concisely Good presentational skills Strong IT Skills 	<ul style="list-style-type: none"> Experience of servicing committees and minute writing
4. Management Skills	<ul style="list-style-type: none"> Able to take on board a variety of viewpoints and establish a common understanding 	<ul style="list-style-type: none"> Able to manage self and meet targets and deadlines

5. Motivation	<ul style="list-style-type: none"> • Self-reliant and self-motivated 	<ul style="list-style-type: none"> • Willingness to undertake training and to act as the Council's representative • Able to learn and take on 'higher-level' tasks • Ability to be focused but take the wider view
6. Communication Skills	<ul style="list-style-type: none"> • Good interpersonal skills • Able to communicate effectively including the ability to act with sensitivity and diplomacy 	
7. Personal Qualities	<ul style="list-style-type: none"> • Ability to understand and consistently work within strict financial regulations, codes of conduct, policies and procedures • Ability to work under pressure to meet deadlines and to cope with problems calmly and effectively • Willing to deliver high-quality services for the benefit of the community 	
8. Other	<ul style="list-style-type: none"> • Able to attend ad hoc evening meetings and other out of hours events, if required 	<ul style="list-style-type: none"> • Willingness to travel for training