

Assistant Clerk to Acton Parish Council Person Specification

Skill	Essential	Desirable
Good command of English language including: <ul style="list-style-type: none"> • Ability to write clearly, concisely and professionally. • Ability to take minutes of meetings 	X	
Confidence in the use of computer hardware and software, including: <ul style="list-style-type: none"> • Ability to create and use a spreadsheet • Ability to create a report in MSWord • Ability to use desk-top publishing software • Ability to post on social-media (Facebook) 	X	
Project management skills including: <ul style="list-style-type: none"> • Ability to plan and work efficiently, prioritise workload and meet deadlines. 	X	
Effective communication skills including: <ul style="list-style-type: none"> • Exercising tact, diplomacy and discretion. • Dealing confidently and respectfully with Councillors, members of the public and outside agencies. 	X	
Adaptability, flexibility and willingness to attend meetings outside of normal working hours including: <ul style="list-style-type: none"> • Availability to attend some Council meetings in the evenings. 	X	
Self-motivation, ability to work effectively in a team and relate well to colleagues.	X	
Local knowledge, including: <ul style="list-style-type: none"> • Availability to be on-site in Acton when needed • Commitment to achieving the aims and objectives of the Parish Council and to furthering its interests 	X	
Be appropriately qualified or be willing to undertake necessary training as may be agreed including: <ul style="list-style-type: none"> • a working knowledge of Local Government law, finance, procedures, functions and structures sufficient for the workings of a small Parish Council 		X
Ability to update the Parish Council's website www.actonparishcouncil.gov.uk .		X
Possess a valid driving licence and the ability to use own vehicle		X