**ASSISTANT TOWN CLERK-PROJECT MANAGEMENT**

**PERSON SPECIFICATION**

 **20 hours per week**

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|  | **Essential** | **Desirable** |
| **1. Educational Qualifications**  | Five GCSEs grades A-C or equivalent including English and MathematicsA commitment to attend for such CPD as the post requires | A recognised qualification in local council administration, or Project Management i.e. CiLCA, APM or commitment to achieve within 18 months. |
| **2. Work Experience** | Experience of using / computerised systems and a working knowledge of Microsoft Office.Ability to organise computerised audio visual presentations/spreadsheetsExperience of supervising staffGood presentation skills | Knowledge of local government law, procedures and financesExperience of dealing with the public. Working knowledge of the public sector.Proven Work Experience as a project administrator and the procurement process. |
| **3. Management** | Experience of forward planning to achieve long-term objectivesEvidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectivelyAbility to problem solve | Experience of dealing with the media, statutory and voluntary bodies.Able to make judgements about difficult situations and make appropriate recommendations Have experience in successful partnership working |

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| **4. Skills** | Able to produce reports on financial and other subjects, coherently objectively and analyticallyStrong communication skillsTeamworking SkillsEvidence of good negotiating skillsMaintain good relationships with Councillors, staff, members of the public and external agenciesSelf reliant and self motivatedAmbition to undertake further training to move the Council forward | Understanding of the operating environment of a Town CouncilManagement of volunteers.The ability to draw up and complete grant applications.To find sources of grant funding |
| **5. Other** | Able to attend evening meetings and work some weekends. Hours are varied as flexibility is required for events.Driving licence and ability to travel | Evidence of working with local communities |