



Deputy Parish Clerk – Person Specification

The main function of the Parish Council	Essential or Desirable
Working in partnership with other Agencies and the ability to liaise at all levels	Essential – expect examples on application form / to be explored further at interview
An empathetic approach to working with and assisting the public sometimes in sensitive situations	Essential – to be explored at interview
The ability to prioritise and work to tight deadlines whilst assuring consistency and high quality output	Essential – expect examples on application form
Have good organisation skills to ensure the office runs smoothly at all times	Essential – examples on application form / to be explored at interview
The ability to organise meetings	Desirable
Budgetary control, invoicing and petty cash	Essential – examples on application form
An appreciation of the importance of record keeping and monitoring	Essential – examples on application form / to be explored further at interview
Knowledge of GDPR and Confidentiality agreements	Desirable
The ability to work within the Councils policies and procedures,	Essential – examples on application form / to be explored further at interview
To carry out risk assessments and lead on H&S	Desirable
To attend appropriate training and development courses and be responsible for own CPD	Essential – from application form