



## PERSON SPECIFICATION

Essential Knowledge and Skills	Desirable Knowledge and Skills
<b>Experience and knowledge of Town and Parish Councils and Local Government</b>	
Relevant experience and/or knowledge of Town and Parish Councils with an appreciation of the role and strategic importance within Local Government	Relevant direct experience working at a senior level within a Town or Parish Council
A demonstrable commitment to public service and an ability to deliver appropriately within the current public service environment	
<b>Experience and knowledge of working in a similar working environment</b>	
Relevant work experience demonstrating the ability to work in a small organisation delivering a broad range of significant and successful outcomes	Relevant work in a similar organisation linked directly to providing community services or assets
Credibility and experience in delivering compliance work with successful implementation of risk management frameworks	Experience as a Proper Officer (or similar) or as the person responsible for legal compliance in an organisation
Credibility and experience of successful asset management	Experience adopting and transforming a significant portfolio of assets
Track record of successfully introducing and managing organisational change	Experience of managing through to implementation a broad range of new services and assets
Experience of managing successful projects	Experience of project management in constructing and bringing into operation community facilities
Qualifications or equivalent experience needed for credibility within this senior position.	Significant qualifications and experience demonstrating high level legal and strategic thinking and other relevant competencies
A willingness to undertake any necessary training to gain a greater understanding of relevant legal and procedural issues	

The Certificate of Higher Education in Community Governance or The Certificate in Local Council Administration (CiLCA) including the General Power of Competence module or commitment to undertake this as a priority in the first 12 months	Educated to degree level, HND or NVQ Level 4 or above.
A broad range of recent and relevant training demonstrating a commitment to learning and development	
<b>IT Literacy and Communication Skills</b>	
Demonstrable skills and experience to clearly impart information with the flexibility to adapt to different audiences through a range of means including written and in person; both formally and informally.	
Strong and proven research and communication skills, in particular public engagement communications, reports, surveys and business and project plans	
Significant experience working with the media	
Competent user of standard IT software (Word, Excel, Publisher)	Familiar with IT software for Local Government finance, payroll, facility bookings, HR management and mapping
A strong appreciation of the value of modern communications	Direct experience of successfully delivering website and social media content
The ability to provide minutes, agendas, reports and a range of other written material using clear, concise and appropriate English	
<b>Team Leadership and Organisational Development</b>	
Significant experience managing and developing senior staff with proven outcomes	
Demonstrable support to develop the skills and knowledge of non-staff stakeholders	Significant support to Councillors, Boards, Community Groups or similar
High level ability to identify and secure developmental support of expertise where needed	Track record of securing appropriate and successful external financial, legal or other expertise
<b>Financial Skills</b>	
Experience delivering an organisation's business and projects efficiently to budget with significant individual authority	
Track record of securing funding and putting together business cases	Experience of comprehensive responsibility for all stages and aspects of successful project delivery

Efficient manager of resources with excellent risk management skills	
Track record of competently overseeing and reporting all finance matters	
	Familiar with finance reporting using specialist software
	Experience in budget setting and management
<b>Event Management</b>	
Experience of efficient management of events	Broad experience of delivering events and community-based engagement activities