**Assistant Clerk Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education** | A good standard of education, including excellent written English skills | Willingness to study for ILCA (local government Level 2 qualification)  Willingness to attend training courses relevant to role |
| **Experience** | Previous administrative experience of a similar nature to the required duties | Awareness of local government structure and procedures  Knowledge of public and/or voluntary sectors  Editorial experience (small scale) |
| **Skills and Knowledge** | Excellent IT skills including Word, Excel and PowerPoint etc  Excellent administrative and organisational skills  Ability to plan and carry out own work independently when required | Experience of updating social media platforms, websites and mobile phone apps, and of using Microsoft Teams/Zoom |
| **Personal Qualities** | Excellent communication skills  Ability to work with diplomacy and tact | Problem solving abilities |
| **Other** | Availability to attend occasional evening meetings  Flexibility to alter working pattern temporarily to accommodate operational needs (for example, burial ground matters) | Willingness to attend weekend events  Driving licence and access to a vehicle |