Grafton Underwood Parish Council

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https://graftonunderwood-pc.gov.uk



Clerk to Grafton Underwood Parish Council
Person Specification

	Essential/Desirable?	
KNOWLEDGE		
Relevant organisational and administrative experience in a structured environment	E	
Relevant financial procedures	E	
Certificate in Local Council Administration (CiLCA)		D
Project management experience		D
Knowledge of local area/issues		D
SKILLS		
Strategic and operational management	E	
Excellent communication, negotiating and interpersonal skills, building a rapport with a range of stakeholders	E	
Able to attend and travel to meetings where necessary	E	
IT – Word, Excel, Email	E	
Applying for grants from relevant sectors		D
ATTRIBUTES		
Ability to use own initiative and experience to seek solutions	E	
Self-motivated, flexible, proactive, organised	E	
Assertive, tactful and diplomatic	E	
Ability to work to deadlines	E	

Enthusiasm for delivering quality services to the community	E	
Ability to work professionally and on own initiative to provide information and advice to the Parish Council	E	