### KENDAL TOWN COUNCIL

****

**TOWN CLERK PERSON SPECIFICATION**

|  | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications and Training** | Educated to Graduate Level or equivalent.Certificate in Local Council Administration (CiLCA) or prepared to work towards achieving the qualification within the first 12 months of employment.Evidence of a commitment to continuing professional development.  | Qualifications relating to finance and budgetingRelevant legal qualifications |
| **Knowledge and Experience** | Experience in local government, particularly at town or parish council level.Business administration, including projectmanagement, report writing and general administration.General knowledge of the law as it affects Local Councils, their powers and functions.Practical experience of servicing committees, report writing and Standing Orders. | Knowledge and understanding of employment legislation and Human Resource management and implications for managing a staff team.Confident public speaker.Experience of conducting public consultation exercises.Knowledge of civic protocol.  |
| **Skills and Abilities** | Ability to lead, motivate and enable staff as individuals and as a team.Excellent communication and customer service skills.Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. Ability to secure good relationships with Councillorsand provide objective advice to Councillors in a timely and coherent manner.Practical ICT skills including use of Microsoft Office Suite. | Practical experience of writing articles and press releases for the local newspaper, newsletters and other media including websites. Understanding the value of marketing and PR, including use ofsocial media.Analytic skills with the ability to address and resolvecomplex issues. |
| **Personal Characteristics** | Willingness to work out of office hours to attend Council meetings and Council business.Willingness to engage with the community and acquire knowledge of the area.Ability to operate with complete impartiality in a political environment. Able to work on own initiative and without supervision and within a small team environment. | Diligent, honest, patient, diplomatic, precise, proactive, aware of confidentiality, able to see tasks through to the end. |