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**Edith Weston Parish Council**

**Parish Councillor Person Specification**

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| **COMPETENCY**  | **ESSENTIAL**  | **DESIRABLE**  |
| **Relevant knowledge, Education, Professional Qualifications & Training** | Sound knowledge and understanding of local affairs and the local community |  |
| **Experience, Skills, Knowledge and Ability**  | * Solid interest in local matters
* Ability and willingness to represent the Council and their community
* Good interpersonal skills
* Ability to communicate clearly both orally and in writing
* Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff
* Good reading and analytic skills
* Ability and willingness to work with the council’s partners (for example voluntary groups, other parish councils, principal authority, charities)
* Ability and willingness to undertake relevant training
* Ability to work under pressure
 | * Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations
* Experience of working in another public body or not for profit organisation
* Experience of working with voluntary and or local community/ interest groups
* Basic knowledge of legal issues relating to town and parish councils or local authorities
* Experience of delivering presentation
* Experience of working with the media
* Experience in financial control/budgeting
* Experience of staff management
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| **Other requirements**  | * Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends
* Willingness to accept and agree to abide by Council Code of Conduct
* Flexible
* Enthusiastic
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