

## SOMERTON TOWN COUNCIL

### DEPUTY CLERK

#### PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• Minimum of GCSE grades A-C (or 9-6) in English and Maths or equivalent</li> <li>• Willingness to undertake training, especially CiLCA/ILCA if not already held</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration (CiLCA), or Introduction to Local Council Administration (ILCA)</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Experience of formal committee work, preparing agendas, taking minutes, and preparing reports and the use of IT to support these functions.</li> <li>• Tenacity, Resilience, and a sense of humour.</li> <li>• Success at managing own workload.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in local government, particularly town or parish council level.</li> <li>• Experience of successful partnership working.</li> <li>• Experience in delivering events and community-based activities.</li> <li>• Knowledge of the Parish highly desirable.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Significant experience in the use of Microsoft Office 365, particularly Word, Excel, Publisher and Outlook.</li> <li>• Excellent oral and written communication skills including being able to speak in a public forum.</li> <li>• Excellent administrative and organisation skills, with the ability to multi- task and prioritise, set targets and achieve positive outcomes.</li> <li>• To be able to organise and manage resources effectively.</li> <li>• Strong customer service skills. Ability to interact with a variety of stakeholders in a professional and supportive manner</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with digital platforms in particular websites (Wordpress) and Facebook.</li> <li>• Familiar with cemetery processes.</li> <li>• Writing successful funding applications.</li> <li>• Experience with accounts software, and knowledge of local authority audit processes.</li> <li>• Experience of financial processes</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Able to work flexibly.</li> <li>• Able to work well unsupervised or as part of a team.</li> <li>• Self-motivated, with a positive 'can do' attitude.</li> <li>• Ability to take ownership of a task and see through to completion.</li> <li>• Able to attend evening meetings, and occasional weekend events.</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to deal with potentially challenging circumstances.</li> </ul>