

## **Gedney Parish Council – Person Specification for the Office of Parish Councillor**

### **COMPETENCY**

**Relevant knowledge,  
Education, Professional  
Qualifications & Training**

### **ESSENTIAL**

- Sound knowledge and understanding of local affairs and the local community.

### **DESIRABLE**

- O levels/A level

**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 (e.g. voluntary groups, other parish councils, principal authority, charities).
- Ability and willingness to undertake relevant training.
- Ability to work under pressure.
- Good Computer skills, a current frequently accessed e mail account, access to and use of a printer.

- 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.
- Basic knowledge of planning policy.
- Experience of delivering presentations.
- Experience of working with the media.
- Experience in financial control/budgeting
- Experience of staff management

### **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.
- Flexible
- Enthusiastic.