

PERSON SPECIFICATION

PARISH COUNCILLOR

FACTOR	ESSENTIAL	DESIRABLE
Attainments	<ul style="list-style-type: none"> • GCSE or above in Maths and English. 	
Knowledge & Experience	<ul style="list-style-type: none"> • Sound knowledge and understanding of the local community • IT literate (Google Docs, Gmail, Word, Excel) • Use of WhatsApp as a tool for communication. • Understanding financial information and budgets (prepared by the Clerk / RFO). • Following risk assessments. 	<ul style="list-style-type: none"> • Resident of Stoke Golding • Basic knowledge of legal issues relating to parish councils, or local authorities. • Working with local communities, or voluntary groups. • Use of cloud-based accountancy packages. • Experience of staff management & recruitment. • Evaluating risk and writing risk assessments.
Qualities & Attitudes	<ul style="list-style-type: none"> • Self-motivated • A good team player. • Open minded. • Reliable. • Willingness to undertake training. • Willingness to participate in a sub-committee, or working party. 	<ul style="list-style-type: none"> • Pick up and run with a variety of projects.
Skills & Ability	<ul style="list-style-type: none"> • Solid interest in local matters • Listen constructively • Represent the PC and the residents • Advocate on behalf of residents • Able to communicate opinions at meetings succinctly and clearly. • See other peoples' perspectives and accept the decision of the majority. • Scrutinise financial information presented. 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council. Skills we are particularly seeking: <ul style="list-style-type: none"> - Social media and web-based communications. - Planning. • Work closely with partners, including: Hinckley and Bosworth Borough Council; other Parish Councils; donors and; local community groups.