

**WHITWICK PARISH COUNCIL
PARISH MANAGER - PERSON SPECIFICATION**

Requirement	Essential	Desirable
Educational qualifications	<p>A good general level of education to at least NVQ Level 3 and/or 'A' level standard with a minimum of GCSEs in Maths and English at Grade C or above.</p> <p>Certificate in Local Council Administration OR a commitment to obtain within 12 months of appointment</p>	<p>A recognised qualification in local government administration</p> <p>A recognised qualification in Information and Communications Technology</p>
Previous work	<p>At least 3 years' experience working in an administrative capacity</p> <p>Experience of taking minutes and servicing meetings.</p> <p>Experience of dealing with the public</p> <p>Experience of working in a financial setting, budget planning, keeping accounts and generating financial reports</p>	<p>Experience of public sector administration</p> <p>Previous local government experience</p> <p>Experience of dealing with the public, elected representatives and staff</p> <p>Experience of office management</p> <p>Current experience of working as a Parish Manager/Clerk</p>
Skills and knowledge	<p>Ability to understand the legal framework in which the Parish Council operates.</p> <p>Able to produce reports on a range of subjects including financial information</p> <p>Experience of setting and managing budgets</p> <p>IT skills enabling use of internet, office e-mail, word processing, financial records and website development.</p> <p>Ability to problem solve</p>	<p>Understanding of parish council meetings practices and procedures.</p> <p>Understanding of the Members' Code of Conduct.</p> <p>Understanding of current issues facing parish councils</p> <p>Presentational skills</p> <p>Experience of procurement and letting contracts</p> <p>Experience of Health and Safety procedures</p> <p>Experience of payroll, including income tax calculations and NI contributions</p>

<p>Personal Qualities</p>	<p>Methodical and thorough approach to tasks</p> <p>Self reliant and self motivated.</p> <p>Good interpersonal skills. Able to deal with a wide range of people in an impartial, diplomatic and professional manner</p> <p>Good written and verbal communication</p> <p>Political awareness and sensitivity.</p> <p>Commitment to continuing professional development</p>	
<p>Other</p>	<p>Able to work flexibly as required to attend evening meetings, weekend surgeries and other events.</p> <p>Willingness to undertake relevant training to enhance the role of Parish Manager</p>	<p>Access to or use of a car</p>