



# PERSON SPECIFICATION

## Clerk to Ripponden Parish Council

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Experience of working in local government including committee administration.</li> <li>• Experience of monitoring budgets and preparing financial statements and final accounts</li> <li>• Experience of undertaking risk assessments</li> <li>• Experience of maintaining websites and social media</li> </ul>		<p>X</p> <p>X</p> <p>X</p> <p>X</p>
Skills	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, either orally, in writing or electronically and to present views positively.</li> <li>• Possesses a high degree of literacy and numeracy.</li> <li>• Possesses excellent organisational skills.</li> <li>• Good level of IT literacy and proficiency in the MS office suite.</li> <li>• Ability to develop professional relationships with people at all levels in the organisation.</li> <li>• Ability to work efficiently and effectively under pressure.</li> <li>• Experience in dealing with the public.</li> <li>• Can understand legislation, particularly law for local councils</li> <li>• Understands the benefits of having robust council policies</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>
Knowledge / Qualification	<ul style="list-style-type: none"> <li>• Knowledge of local government.</li> <li>• Either holds the Certification in Local Council Administration (CiLCA) or is willing to work towards obtaining the qualification.</li> <li>• Willing to work towards continuing professional development goals.</li> </ul>	<p>X</p>	<p>X</p> <p>X</p>
Equal Opportunities	<ul style="list-style-type: none"> <li>• A knowledge, awareness and commitment to equal opportunities policies.</li> </ul>	<p>X</p>	
Other Requirements	<ul style="list-style-type: none"> <li>• Availability to attend evening meetings.</li> <li>• Availability to attend meetings elsewhere in the village during the day and to have a 'presence' in the village on a regular basis.</li> <li>• Ability to maintain confidentiality.</li> <li>• Good project management skills.</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	

Revised by the Employment Committee on 12/09/2024.  
 Authorised by Full Council on 19/09/2024.