



INGLEBY BARWICK TOWN COUCL

TOWN CLERK/RESPONSIBLE FINANCE OFFICER/COMMUNITY HUB MANAGER

PERSON SPECIFICATION

	Essential	Desirable
Qualifications, Training and Experience	• Good level of general education to A level standard or equivalent, including GCSE, or equivalent, English and Maths • Willingness to undertake training related to the role of Town Clerk/RFO to the Council and Community Hub Manager • Relevant organisational, administrative and financial experience • Experience of dealing with members of the public with tact and diplomacy • A commitment to continuing professional development • Minute taking/Agenda setting experience	• Experience of working within a Parish/Town Council or Local Government organisation • Experience of organising Public Events and Functions • Hold (or be prepared to complete an ILCA or CiLCA qualification

Knowledge	• IT literate with sound working knowledge of MS Office, Excel and Windows packages • Knowledge of Health and Safety and Facilities Management	• Knowledge of local government responsibilities, procedures and administration • Knowledge of local area
Qualities and Aptitudes	• Self-reliant and self-motivated with the drive, determination and initiative to achieve results. • Flexible, pro-active and hands on approach to tasks • Ability and enthusiasm to adapt to change • Trustworthy with confidential information • Ability to develop and maintain good relationships with Hub Users, Councillors, external bodies, contractors and the public • Commitment to the delivery of a quality service • Ability to work alone or as part of a team	• Community focussed
Skills and Abilities	• Ability to communicate effectively with others at all levels both internally and externally • Excellent written and oral communication skills	• Experience of website content management and social media

	• Ability to organise and prioritise own work, work in a logical manner and meet strict deadlines • Ability to keep accurate records	
Special factors	• Willingness to attend occasional evening meetings and to attend occasional events outside of normal working hours. • Ability to operate with impartiality in relation to any political matters • Willingness to travel	• Valid driving licence, and have access to transport