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| Coltishall Parish Council |
|  | **Essential** | **Preferred** |
| 1. Educational qualifications
 | Good standard of education, to GCSE level grades A – C, or equivalentHigh level of literacy and numeracyCommitment to study and obtain CiLCA within 2 years of commencement of role | Certificate in Local Council Administration (CiLCA) |
| 1. Work experience
 | Administrative experience, including using Microsoft OfficeExperience of dealing with members of the public | Local Council experience |
| 1. Skills/knowledge and aptitude
 | Excellent IT skills, using Word and ExcelGood organisational skills and ability to work on your ownAbility to write reports and present them to the CouncilKnowledge or understanding of health & safety issues and data protection Ability to communicate effectively with members of staff, members of the public, district and county council officers and parish councillors | Knowledge of Local Government Experience with managing allotments and land – risk assessments, inspections, report and dealing with tenantsUsing websites and other social media platforms |
| 1. Motivation and character
 | Ability to set and meet suitable deadlinesHonest and reliable, and trustworthy with confidential information |  |
| 1. Other
 | Ability to attend Council meetings, usually on first Tuesday of the monthCar owner and ability to travel within parish and around the local area |  |