



PERSON SPECIFICATION

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
Education	<ul style="list-style-type: none">minimum of 2 'A' levels or equivalent qualifications or experience	<ul style="list-style-type: none">degree or HNC in relevant disciplineNVQ relevant to the job
Experience	<ul style="list-style-type: none">previous administrative experiencemeetings administrationdealing with enquiries from members of the public	<ul style="list-style-type: none">management of small projectsprevious administrative experience in a business environmentbook-keepinglocal government experienceall aspects of servicing committees, including minute takingliaison with local outside organisations
Skills/knowledge	<ul style="list-style-type: none">ability to prioritise own workgood communications skills both written and oralproficiency in standard office IT packages	<ul style="list-style-type: none">familiarity with procedures used in local governmentmanaging web-site content & social media
Personal qualities	<ul style="list-style-type: none">ability to deal with a wide range of people with diplomacy and tactteam player with good interpersonal skillsmethodical and thorough approach to tasks	<ul style="list-style-type: none">ability to help the Council improve its effectiveness and communications
Other	<ul style="list-style-type: none">flexibility as to working arrangementsavailability to attend evening meetingsown transport	