

Appendix

<p>Name of Local Council _____</p> <p>Description of Office (may include particular committee membership or other responsibilities) _____</p>		
COMPETENCY	ESSENTIAL	DESIRABLE
<p>Relevant knowledge, Education, Professional Qualifications & Training</p>	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Other requirements as appropriate 	<ul style="list-style-type: none"> • A levels/Degree level and or • Specific Vocational training or professional qualification (e.g. accountant, teacher, surveyor, architect) may be specified.
<p>Experience, Skills, Knowledge and Ability</p>	<ul style="list-style-type: none"> • Solid interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Good reading and analytic skills. • Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities). • Ability and willingness to undertake relevant training. • Ability to work under pressure. 	<ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations • Experience of working in another public body or not for profit organisation • Experience of working with voluntary and or local community/ interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities. • . • Experience of delivering presentations. • Experience of working with the media. • Experience in financial control/budgeting • Experience of staff management
<p>Other requirements</p>	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends. • Flexible • Enthusiastic. 	