



## Ashchurch Rural Parish Council

### Person Specification for the role of Administrative Assistant

Criteria	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>• A good level of literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills</li> <li>• Willingness to study for the Certificate in Local Council Administration, (CILCA) if not already achieved</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant local government qualification, i.e. CiLCA</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous administrative experience of the required duties</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of minute taking</li> <li>• Experience of working for local authority or similar body</li> <li>• Experience of liaising with contractors</li> <li>• Experience of dealing with the public and working on own initiative</li> <li>• Experience managing corporate Facebook page</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A sound knowledge of general administration and communication including via email and verbally</li> <li>• A sound knowledge of ICT including organisation of documents/files</li> <li>• Knowledge of local area</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local government system and procedures</li> <li>• Knowledge of local authority planning procedures or similar</li> </ul>

Criteria	Essential	Desirable
<b>Qualities and Attitudes</b>	<ul style="list-style-type: none"> <li>• Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others</li> <li>• Flexible, pro-active and “hands on” approach to tasks</li> <li>• Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Ability to demonstrate tact and diplomacy</li> <li>• Commitment to the delivery of a high-quality service</li> <li>• Proven ability to work as part of a team</li> <li>• A professional approach to work</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability and enthusiasm to adapt to change</li> <li>• Enthusiasm and innovative qualities</li> <li>• Business perspective and acumen</li> <li>• Sensitivity to working in a political environment</li> <li>• Community focussed with ability to develop and maintain good relationships with external bodies, contractors and the public</li> <li>• Be able to demonstrate the importance of good public relations</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Proven ability to carry out a range of administrative tasks efficiently, accurately, with attention to detail and to a high standard</li> <li>• Proficient with Microsoft Word, Excel, PowerPoint, Teams / Zoom</li> <li>• Ability to plan and effectively carry out own work schedule with minimal supervision</li> <li>• Strong interpersonal skills</li> <li>• Proficient with the use of social media across multiple platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Articulate speaker in public</li> <li>• Ability to develop, implement and monitor effective systems and procedures</li> <li>• Demonstrable experience of creating promotional content for social media</li> </ul>
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>• Prepared to work flexible hours to meet the needs of the post</li> <li>• Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job</li> <li>• A track record of continued learning and development</li> <li>• Willing and comfortable with learning new systems and adapting to changes within Parish Councils</li> <li>• Must be highly organised and have a methodical and thorough approach to tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Car driver/owner</li> </ul>