



PERSHORE TOWN COUNCIL

PERSON SPECIFICATION – Committee Clerk

Competency	Essential	Desirable
Education	<p>Experience in the use of Microsoft Office, particularly word and excel</p> <p>Experience in general administration or willing to learn</p> <p>Experience in compiling agendas and minutes</p> <p>GCSE level Maths and English</p>	<p>Knowledge of functions of local government</p> <p>Customer service qualification</p>
Abilities	<p>Ability to communicate effectively both orally and in writing</p> <p>Able to work as part of a small team</p> <p>Willingness to undertake training as required</p> <p>Ability to work to deadlines</p> <p>Ability to work unsupervised</p> <p>Self motivated</p>	<p>Conscientious approach to work</p> <p>Ability to manage own workload</p>
Personal	<p>To have a heart for public service within the community</p> <p>Integrity and professionalism in undertaking all duties</p> <p>Ability to exercise mature and good judgement, maintain confidentiality appropriately</p>	
Circumstances	<p>Can work max. one evening a week</p>	<p>Can work flexible hours to cover holidays and sickness of other Town Hall staff if necessary</p>