

**ILMINSTER TOWN COUNCIL  
PERSON SPECIFICATION TOWN CLERK**

<b>Town Clerk</b>		
	<b>Essential</b>	<b>Preferred</b>
<b>1. Educational and Professional Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration (CiLCA), or a higher level qualification in Community Governance, or a commitment to obtain CiLCA within 12 months</li> <li>• Evidence of a commitment to continued professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Appropriate management, administration or professional qualification.</li> </ul>
<b>2. Work Experience</b>	<ul style="list-style-type: none"> <li>• Managing, supporting and developing a team</li> <li>• Experience of formal council meetings, their procedures, agendas, minutes and subsequent actions</li> <li>• Advising and working with members. Maintaining relationships with members of the community, Somerset Council, other government agencies, commercial and voluntary agencies</li> <li>• Complete risk assessments as required and ensure Health &amp; Safety policies are adhered to</li> <li>• Experienced and competent in the use of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Handling PR and media enquiries</li> <li>• Preparation of a Neighbourhood Plan</li> <li>• Bidding for external funds/grants</li> <li>• Cemetery management</li> <li>• Freedom of Information Requests and Subject Access Requests.</li> </ul>
<b>3. Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>• Excellent time management</li> <li>• Ability to provide leadership to enable, motivate and develop staff</li> <li>• Ability to organise and manage resources effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of council accounting procedures, including preparing and monitoring budgets, VAT, invoicing, payments and accounting statements</li> <li>• Project Management skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Flexibility to meet changing needs and requests by prioritising work</li> <li>• Ability to communicate clearly both orally and in writing</li> <li>• Ability to problem solve</li> <li>• Expertise to recognise legal/political consequences of actions being recommended by members.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the role of town and parish councils</li> <li>• Knowledge of local government meeting law and procedures.</li> </ul>
<b>4. Motivation</b>	<ul style="list-style-type: none"> <li>• Ability to form and maintain good, working relationships</li> <li>• Self-motivated.</li> </ul>	
<b>5. Other</b>	<ul style="list-style-type: none"> <li>• Availability to attend evening meetings and very occasional weekend meetings or attending to council business or events.</li> </ul>	