



Person Specification



Deputy Town Clerk – Langport Town Council

Competency	Essential	Desirable
Education, professional qualifications and training	<ul style="list-style-type: none"> - High level of literacy and numeracy. - High level I T skills - Completion or working towards the Certificate in Local Council Administration (CILCA) - Prepared to undertake training as identified by the employer 	<ul style="list-style-type: none"> - Administration qualifications
Abilities: Practical and Intellectual Skills	<ul style="list-style-type: none"> - Experience of working in an office and dealing with the general public - Ability to communicate effectively, orally, in writing and electronically - Ability to work effectively on your own and in a team - Ability to further raise the profile of the Council - Ability to assist the Council with community engagement 	<ul style="list-style-type: none"> - Confident public speaker - An awareness of the advantages that new technology could have on the servicing of Council and its committees - Experience of minuting meetings - General knowledge of the Law related to local councils - Experience of bidding for external funds - A good working knowledge and understanding of Local Government structure and practices - Experience of advising and servicing committees and working with Councillors - Basic bookkeeping and administration (demonstrating high standard of computer literacy) -
Circumstances	<ul style="list-style-type: none"> - Willingness to work evenings when Council or committees meet and at other times when needed 	<ul style="list-style-type: none"> - Ability to travel to meetings and courses
Green Charter	<ul style="list-style-type: none"> - Ability to work with Council to implement its Green credentials 	<ul style="list-style-type: none"> - Interest in measures to prevent Climate change.

