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| Coltishall Parish Council | | |
|  | **Essential** | **Preferred** |
| 1. Educational qualifications | Good standard of education, to GCSE level grades A – C, or equivalent  High level of literacy and numeracy  Commitment to study and obtain CiLCA within 2 years of commencement of role | Certificate in Local Council Administration (CiLCA) |
| 1. Work experience | Administrative experience, including using Microsoft Office  Experience of dealing with members of the public | Local Council experience |
| 1. Skills/knowledge and aptitude | Excellent IT skills, using Word and Excel  Good organisational skills and ability to work on your own  Ability to write reports and present them to the Council  Knowledge or understanding of health & safety issues and data protection  Ability to communicate effectively with members of staff, members of the public, district and county council officers and parish councillors | Knowledge of Local Government  Experience with managing allotments and land – risk assessments, inspections, report and dealing with tenants  Using websites and other social media platforms |
| 1. Motivation and character | Ability to set and meet suitable deadlines  Honest and reliable, and trustworthy with confidential information |  |
| 1. Other | Ability to attend Council meetings, usually on first Tuesday of the month  Car owner and ability to travel within parish and around the local area |  |