**PERSON SPECIFICATION**

**DEPUTY CLERK TO THE COUNCIL**

The criteria for the successful post holder are:

**Qualifications**

Full driver’s licence and use of own vehicle

GCSE Maths and English at Grade C or higher

**Skills & Abilities**

Effective organisational and work planning skills

Computer literacy (Microsoft packages)

Time and task management

Excellent communication skills - verbal, written and listening

Knowledge of health & safety regulations and obligations

Knowledge of GDPR and obligations

Good social media skills

**Experience**

Formal meeting organisation, administration and minute taking experience

**Personal Qualities**

Trustworthy, reliable and honest

Friendly and approachable

Organised with an eye for detail

Conscientious and committed work ethic

Self-reliant and self-motivated

Flexible innovative approach to tasks with a ‘can do’ attitude

Ability to both work alone and/or be a team player as appropriate