



Glen Parva Parish Council

PERSON SPECIFICATION

PARISH CLERK including RESPONSIBLE FINANCIAL OFFICER

Overview

The role of Clerk to the Council is central to the effective operation of Glen Parva Parish Council. As the Proper Officer, the Clerk will lead on governance, administration, and financial management, ensuring the Council functions efficiently and with integrity. This position requires an individual who is not only highly skilled in managing resources, processes, and people, but also deeply committed to fostering community engagement and upholding the Council's values.

The ideal candidate will demonstrate exceptional organisational, communication, and leadership abilities, a proactive approach to problem-solving, and a strong drive for continuous improvement. They will ensure the Council operates transparently, fairly, and in the best interest of the community.

Requirements

Education / Qualifications

Essential:

A recognized qualification in local government administration OR a commitment to complete the introduction to Local Council Administration (ILCA) within six months of appointment, and the Certificate in Local Council Administration (CILCA) within two years. GCSEs in English and Mathematics at grades 4-9 (or equivalent qualifications) demonstrating a strong foundation in literacy and numeracy essential for the demands of the role.

Desirable:

Further qualifications in local government or public administration

Evidence of ongoing professional development, especially in leadership, management, or relevant areas of local government practice.

Experience, Skills and Aptitude

Leadership: Strong leadership capabilities with the ability to inspire, manage, and motivate staff. Proven experience in effective management of teams, setting clear objectives, and driving performance, coupled with the ability to lead by example and ensure the team works cohesively to achieve the Council's strategic goals.

Operational Management: Extensive experience in managing operations within a public facing organization, with a focus on delivering services effectively and efficiently.

Financial Management: Experience in managing budgets, ensuring financial accountability, financial reporting, overseeing procurement and contract management, and maintaining accurate financial records in compliance with regulations. Knowledge and experience in the use of **RIALTAS** or similar financial software would be an advantage.

Governance and Compliance: Ability to understand local government law, statutory obligations, and best practices, together with the role and responsibilities of a Parish Council and how it operates within legal frameworks.

Problem-Solving and Decision-Making: Excellent critical thinking, analytical, and problem-solving skills, with the ability to provide well-informed advice and support the Council's decision-making process.

Communication: Exceptional communication skills, both verbal and written, with the ability to interact with a wide range of stakeholders and present complex information clearly and accurately. A good command and use of social media platforms to promote and project the Parish Council in a positive manner, to enhance its image within the local community.

Relationship Building / Management: Proven experience in managing relationships with all stakeholders, including local authorities, media and community organisations.

Community engagement: Demonstrated ability to build positive, professional relationships with the local community, external organisations to foster cooperation and achieve the Council's objectives. A proactive and empathetic approach to addressing the needs of the public, ensuring that services are inclusive, accessible, and reflect the needs of the community.

Administrative and Technical Skills: Proficiency in using modern office technology, including Office 365, or the ability to quickly adapt to and utilize such tools effectively. A strong working knowledge of Office 365 applications such as Word, Excel and Outlook is vital for managing Council operations efficiently.

Motivation and Ethics

Integrity and Accountability: High personal integrity, with a commitment to transparency, accountability, and the highest professional standards. A strong ethical foundation and a determination to act in the best interest of the Council and the community.

Self-motivated and proactive: The ability to work independently, prioritise tasks, and meet deadlines under pressure, while maintaining a focus of continued improvement.

Team Development: A commitment to building a strong, collaborative, and high-performing team environment, where staff are treated fairly and supported in their professional growth.

Flexibility and Adaptability: The willingness to embrace change and adapt to evolving challenges as they arise.

Commitment to Public Service: A passion for serving the public and improving local services and community well-being. A strong focus on delivering the best outcomes for parishioners and ensuring the Council remains responsive to their needs.

Other Requirements:

Ability to attend Council meetings, including evening sessions, and to represent the Council at external events such as Summer Gala, any Christmas celebrations or other social events arranged by the Council and held during the year.

Full driving licence or access to transport to enable attendance at relevant meetings and events.

A commitment to ongoing professional development and the continuous enhancement of skills in local government administration.