



Draethen Waterloo Rudry

community council

Acting Clerk to the Community Council
DWR Community Council / Cyngor Cymuned DWR
Rudry Parish Hall
Rudry / Rhydri
CF83 3EH
Tel: 02920 851812
Email / Epost: clerk@dwrccouncil.co.uk
Website / Wefan: www.dwrccouncil.co.uk

CLERK to DWR Community Council / Cyngor Cymuned DWR

PERSON SPECIFICATION

ATTRIBUTE	DESCRIPTION	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> 3 years' experience of working in local government including committee administration and the taking of minutes Experience of monitoring budgets and preparing financial statements and final accounts 	X X	
Skills	<ul style="list-style-type: none"> Ability to communicate effectively, orally, in writing and electronically and to present views positively Possesses a high degree of literacy and numeracy Possesses excellent organisational skills Ability to use MS Office Package eg. Word/Excel /Powerpoint & Publisher Ability to develop relationships with people at all levels in the organisation Ability to work efficiently and effectively under pressure and on own initiative Experience in dealing with the public Manage/input information into the Council's website 	X X X X X X X	X
Knowledge/ Qualification	<ul style="list-style-type: none"> Knowledge of all tiers of local government and their inter-relationship Has a good standard of education to at least 'O' Level /GCSE standard Either completed or be willing to undertake Working With Your Council training package Either holds CiLCA or is willing to work towards obtaining CiLCA Willing to undertake any additional training required 	X X	X X X
Equal Opportunities	<ul style="list-style-type: none"> A knowledge, awareness and commitment to Equal Opportunities policies 	X	

Other Requirements	<ul style="list-style-type: none"> • Availability to attend evening meetings of the Council as required • Availability to represent the Council at meetings during the day and evening when required • Ability to maintain confidentiality • Good project management skills • Ability to work alone • Computer literacy in relevant software packages • Car driver and owner • A flexible approach to the role. • Attendance at evening and some civic functions held at weekend and public holidays. • Willingness to attend training and other events. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">Application & interview</p> <p style="text-align: center;">Application & interview</p> <p style="text-align: center;">Application & interview</p> <p style="text-align: center;">Application & interview</p>
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