OKEHAMPTON TOWN COUNCIL

TOWN CLERK

PERSON SPECIFICATION

QUALIFICATIONS		
CilCA 2017 or earlier CilCA with s.7 of CilCA 2012	E	
SKILLS RELATING TO THE JOB		
Previous experience as Clerk or Deputy Clerk to a medium or large council.		D
Experience of preparation and management of budget of £250,000.	E	
Proven track record in management of council or other facilities, including Listed Buildings, leisure facilities and Park.		D
Previous experience in leading a team of staff and volunteers, motivating and developing staff and staff welfare.	E	
Knowledge of employment law.		D
Knowledge of health and safety legislation.	E	
Proven experience of delivering quality customer care and good public relations.		D
Able to work evenings and weekends, if necessary, according to the requirements of the job.	E	
Experience in organising large civic events, parades and charity events.		D
Experience in negotiating contracts and project management.		D
Experience in working with the voluntary, business and private sectors.		D
Ability to prepare agendas and take minutes.	E	
Ability to work on own initiative.	E	
OTHER SKILLS AND REQUIREMENTS		
Ability to travel across the area at all times.		D
Public speaking experience.		D
Knowledge of and ability to use various IT applications include Microsoft Office, spreadsheets etc.	E	