



**FRAMLINGHAM TOWN COUNCIL
PERSON SPECIFICATION FOR DEPUTY TOWN CLERK**

<p>ESSENTIAL Qualifications & Training</p> <p>Certificate in Local Council Administration (CiLCA) or prepared to work towards achieving one within the first 6 months of employment</p>	<p>DESIRABLE</p> <p>Qualifications relating to finance and budgeting would be highly desirable</p> <p>Any relevant legal qualifications would be advantageous</p> <p>Qualifications related to buildings management would be desirable as would training regarding Health & Safety, Fire Safety and Risk Assessment</p>
<p>Knowledge and Experience</p> <p>A proven track record of experience in Local Government would be essential. Business administration experience, including project management, report writing and general administration</p> <p>Knowledge of the powers and functions of a local Council</p>	<p>Human resource management experience</p> <p>Experience of managing a team</p> <p>Confident public speaking</p> <p>Knowledge about Framlingham and the work of the Town Council.</p>
<p>Skills / Abilities</p> <p>Strong working knowledge of office IT systems including: Microsoft Office - Word, Excel, Access, Outlook</p> <p>Excellent communication and customer service skills and a friendly and welcoming demeanor.</p> <p>A high level of organisational and time management skills</p> <p>Able to lead, direct and motivate a team, and secure good relationships with Councillors and other stakeholders</p>	<p>A high level of written, reporting and presentational skills; excellent interpersonal skills; understanding of marketing and publicity; experience of conducting public consultation exercises, and of pro-active communication with local press and other media.</p> <p>Skills related to applying for grant funding</p> <p>Skills related to the utilisation of social networking sites</p>
<p>Personal Characteristics</p> <p>Willingness to engage with the community and acquire knowledge of the local area</p> <p>The ability to work flexibility is essential as the work will not necessarily be '9-5' but will include some evenings and week-ends.</p> <p>Access to, or usage of own vehicle.</p>	<p>Willingness to engage with the community and gain and retain the confidence of Councillors, local community representatives,</p>