

Quorn Parish Council



PARISH MANAGER PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
<p>Education, qualifications, training, knowledge.</p>	<ul style="list-style-type: none"> • Tertiary qualification or equivalent work-based experience. • Good working knowledge of parish and town councils' procedures and laws. 	<ul style="list-style-type: none"> • Certificate in Local Council Administration (CILCA) or equivalent • significant experience working in/with parish and town councils. • Qualified to degree level, ideally in a related topic.
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of working within a local authority environment, or other public or voluntary sector. • Experience of leading and managing a small staff team. • Experience of financial management • Experience of problem solving and dealing with complex issues. • Experience of project/contractor management. • Experience of community and volunteer liaison. 	<ul style="list-style-type: none"> • Have or be willing to develop a keen and genuine interest in and understanding of the parish and town council sector. • Experience of working within a small team. • Experience of working with financial controls; preparing and monitoring budgets. • Experience of working with contractors • Experience of managing projects. • Experience of community engagement.

	Essential Attributes	Desirable Attributes
Skills and abilities	<ul style="list-style-type: none"> • Good interpersonal skills and a high level of written and oral communication and numeracy skills. • Strong organisational and time management skills. • Ability to develop and sustain effective working relationships at all levels with staff, elected members and the wider public. • Ability to work under pressure and effectively manage changing work priorities. • Ability to work on own initiative, including identifying options for consideration by council. • Proficient in the use of Microsoft Office. • A quick and self-motivated learner. 	<ul style="list-style-type: none"> • Working knowledge of website and social media platforms. • Experienced in the use of Scribe.
Other	<ul style="list-style-type: none"> • Commitment to obtain Certificate in Local Council Administration (CILCA) if not held. • A flexible approach to working hours, i.e. evening and occasional weekend working as required. • Complete impartiality in a political environment. • High degree of personal integrity, tact and sensitivity. • Commitment to delivery through a team based approach. 	<ul style="list-style-type: none"> • Willingness to undertake relevant continuing professional development.