

West Wittering Parish Council Deputy Clerk– Person Specification 2025

COMPETENCY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education, Professional qualifications, and training.	Willingness to undertake and achieve the Certificate in Local Council Administration (CILCA) within a specific timeframe if not already held.	<p>A minimum of 5 x GCSEs, grade C or above (or equivalent) including English Language and Maths.</p> <p>A degree in any subject</p> <p>Holds a Certificate in Introduction to Local Council Administration (ILCA)</p> <p>Other relevant vocational and/or job-related training.</p>	<p>Application form.</p> <p>Sight of ILCA certificate if held.</p>
Knowledge and experience	<p>Experience of administrative management, including formal meetings, in a complex environment.</p> <p>Experience of financial management.</p> <p>Significant experience of maintaining good community and customer relations.</p> <p>Evidence of strong project management skills applied successfully to deliver a range of projects.</p> <p>Knowledge and experience of planning matters.</p> <p>Experience of managing contracts for service delivery.</p> <p>Knowledge of Microsoft Office.</p> <p>Awareness of issues relating to working with volunteers.</p>	<p>A good understanding of local government structure and practices.</p> <p>Experience of working in a Town or Parish Council or working in any Local Authority or similar organisation.</p> <p>Evidence of effective organisational management including complex schedules, to a high standard.</p> <p>A knowledge of West Wittering and its community including some existing community networks.</p> <p>Experience of organising volunteers (in any capacity)</p>	<p>Application form.</p> <p>Interview.</p>

	Understanding of Equality legislation.	Experience of delivering services to diverse groups.	
Abilities: Practical and Intellectual skills.	<p>Excellent organisational skills, ability to prioritise and meet deadlines.</p> <p>Strong inter-personal skills, ability to work effectively on your own and in a team.</p> <p>Competent keyboard skills and an ability to use IT effectively. Competent in use of common computer programmes, email, and websites.</p> <p>Strong communication skills, both orally and in writing, effective at all levels.</p> <p>Evidence of managing budgets and accounts.</p>	<p>Evidence of ability to create and maintain good relationships and networks over a period of time.</p> <p>Experience of managing website organisation and content. Fluent and confident user of social media. Ability to use these channels to increase community engagement.</p> <p>Experience of working with the media.</p> <p>Confident public speaker.</p>	<p>Application form.</p> <p>Interview.</p>
Personal qualities	<p>Willingness to work in the evening, when the Council has its meeting, and work flexibly during weekdays.</p> <p>Willingness to undertake training.</p> <p>Willingness to travel to meetings across the Peninsula and occasionally to meetings or training further afield.</p> <p>Committed to the role and achieving the strategic objectives of the council.</p> <p>A commitment to working within the Council's equalities and Health and Safety at work obligations and other relevant legislation.</p>	<p>Ability to manage own working time to meet needs of the council without close supervision.</p> <p>Evidence of good customer care skills.</p>	<p>Application form.</p> <p>Interview.</p>