

**West Rainton Parish Council**  
**Co-option to casual vacancies**  
**Person specification: Parish Councillor**

**COMPETENCY**

**Relevant knowledge,  
Education, Professional  
Qualifications & Training**

**ESSENTIAL**

- Sound knowledge and understanding of local affairs and the local community.

**DESIRABLE**

- A levels/Degree level and or
- Relevant Vocational training or professional qualification

**Experience, Skills,  
Knowledge and Ability**

- Solid interest in local matters.
- Ability and willingness to represent the Council and their community.
- Good interpersonal skills.
- Ability to communicate clearly both orally and in writing.
- Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.
- Good reading and analytical skills.
- Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities).
- Ability and willingness to undertake relevant training.
- Ability to work under pressure.

- Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations
- Experience of working in another public body or not for profit organisation
- Experience of working with voluntary and or local community/ interest groups.
- Basic knowledge of legal issues relating to town and parish councils or local authorities.
- Experience of delivering presentations.
- Experience of working with the media.
- Experience in financial control/budgeting
- Experience of staff management

**Other requirements:**

- Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.
- Flexible
- Enthusiastic.