***THE LEIGH***

**![1273676388[1]]():** **leighpc@hotmail.co.uk**

**COMPETANCY**

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

**Experience, Skills, Knowledge and Ability**

**Other requirements**

***PARISH***

**ESSENTIAL**

* Sound knowledge and understanding of local affairs and the local community
* Other requirements as appropriate
* 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 analytic skills.
* Ability and willingness to work with the council’s partners (e.g. voluntary groups, other parish councils, principal authority).
* Ability and willingness to undertake relevant training.
* Ability to work under pressure.
* 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

***COUNCIL***

**![NEW-website-slider[1]]():theleighpc.org.uk**

**DESIRABLE**

* A levels/Degree level and or
* Specific Vocational training or professional qualification (e.g. accountant, teacher, surveyor, architect) may be specified.
* 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.