PERSON SPECIFICATION

JOB TITLE: **ADMINISTRATION OFFICER/DEPUTY CLERK**

Odiham Parish Council is the first tier of local government responsible for a diverse range of duties and local services which require a range of different skills to fulfil. All staff bring different skills, knowledge and experience and each post holder role will add value and complement the existing team.

The postholder must be flexible in adapting and responding to new opportunities and challenges and the different issues which arise on a daily basis.

These criteria will be used to short-list candidates for interview:

Experience/Knowledge	Excellent administrative skills.	Essential
	Knowledge of customer services or working with the community.	Highly desirable
	A background in local government, charity or other organisation run by a committee.	Desirable
	Experience of financial administration.	Highly desirable
	Experience of producing publicity material on behalf of an organisation eg posters, newsletters.	Desirable
	Experience of record keeping.	Desirable
	Knowledge of the local area.	Desirable
Qualifications	GSCE Maths and English (Grade 4 or above) or equivalent as a minimum	Essential
	Higher job related qualification eg business studies/ financial/media studies	Desirable
	Sector related qualification – ILCA, FILCA or CiLCA	Desirable for applicants who can demonstrate sufficient experience in the Deputy Parish Clerk's level. The postholder may be offered the opportunity to work towards this qualification.

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IT	Microsoft suite – Outlook, Word, Excel, Powerpoint.	Essential
	Experience of website and social media platforms. At the very least, knowledge of adding data to websites (Wordpress preferred).	Highly desirable
	Canva or other graphic design programme.	Highly desirable
	Fast typing speed.	Desirable
Personal Skills	Ability to multi-task	Essential
	Positive, can-do attitude	Essential
	Excellent attention to detail	Essential
	Ability to problem solve	Essential
	Flexible and adaptable	Essential
	Team player	Essential
	Ability to remain calm under pressure in a professional manner	Essential
	Excellent communication skills	Essential
	Ability to work on own initiative within corporate agreed policies	Essential
	A compassionate and professional manner.	Essential