



**PERSON SPECIFICATION
ASSISTANT CLERK (ENVIRONMENTAL FOCUS)**

	Essential	Desirable
Qualifications		
Minimum of English & Maths A-C (Levels 1-5)	■	
Personal characteristics		
Approachable, accessible, co-operative and collaborative	■	
Genuinely driven to improve environmental issues	■	
Research, project management and problem-solving	■	
Resourcefulness, a sense of humour and perspective		■
Approach to work		
Tenacious and determined to reach outcomes	■	
Able to work independently and in a team	■	
Able to prioritise, schedule and meet deadlines effectively	■	
Willingness to achieve further qualifications		■
Role-specific skills		
Able to communicate to a variety of audiences with diplomacy	■	
Working experience of varied IT applications	■	
Able to handle data and to prioritise its importance	■	
Organisational and procedural skills	■	
Experience of building relationships with external agencies and organisations		■
An understanding of planning process, policy & local government		■
Able to utilise judgement and foresight	■	
Practical		
Able to attend meetings within the parish and further afield	■	
Flexibility of working hours including evenings	■	
Have dedicated work & some storage space within the home		■
Be aware of the need of a safe working environment and health and safety compliance		■