

## Skills, Experience and Qualifications Required

### Essential

Proactive and self-motivated, with strong time-management skills

Excellent written and oral communication skills, including minute-taking, website management, and press releases

Computer literacy and experience including Word and Excel, plus financial / accounting systems

Able to handle confidential and sensitive information

Understands the law with respect to the General Powers of Competence

Committed to community involvement as a way of helping to deliver the Council's ambitions

Knowledge of current climate change and ecological issues, and how they impact on a Parish Council

Able to aid the development of a meaningful climate action plan which draws on parish duties, powers of influence and Powers of Competence

Able to attend meetings that usually take place in the evenings but also during the day at times

### Desirable

CiLCA qualification or willingness to qualify within twelve months of appointment

Degree qualification or equivalent professional experience

Experience of using accounting software - Scribe or similar

Experience of working in local government and with communities

Willing to exploit the powers where appropriate

Understanding of how to write press releases

A relevant qualification

Knowledge of appropriate management strategies which the Council can adopt to address them

Knowledge of funding available to a Parish Council to enable it to address climate change issues

Experience of making successful grant applications