



West Monkton Parish Council

Administrative and Events Assistant – Person Specification

| Key Criteria | Essential | Desirable |
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| Education, Qualifications and Training | High level of numeracy and literacy. | GCSE in English and Maths. Qualification gained at further education. Local Government experience. |
| Competences | Highly organised and methodical. | |
| | Ability to work on own initiative and to deadlines. | |
| | Ability to prioritise. | |
| | Confident in ability to communicate effectively and appropriately with members of the public. | Experience of dealing and communicating effectively with people from a variety of backgrounds. |
| | Experience of issuing invoices. | |
| | Experience of obtaining quotations and issuing orders. | |
| | Experience of organising, setting up, supporting and attending events. | Experience of supporting groups for young children, parents / carers and others. |
| | Good keyboard skills and experience of Microsoft Word and Excel. | |
| | Ability to use zoom software or similar. | |
| | Experience of website and social media communication preferably in the context of a working environment. | Experience of community messaging to build presence via social media and other platforms. |
| Experience of managing records. | Experience of allotment management. | |
| Other requirements | A good listener. | |
| | A friendly and approachable manner. | |
| | Ability to take a flexible approach to your work. | |
| | Reliable. | |
| | Trustworthy. | |
| | Ability to travel to noticeboards and PC assets (by car or other means), | Hold a driving licence. Own or have access to a vehicle. |