

The Common Parish of Sutton and Barlavington

Application to become a Councillor – Person Specification

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. 	<ul style="list-style-type: none"> • A levels/Degree level and or • Specific Vocational training or professional qualification (for example accountant, teacher, surveyor)
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • 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 analytical skills. • Ability and willingness to work with the Council’s partners (e.g. voluntary groups, other parish councils, Chichester District Council, West Sussex County Council, charities) • Ability and willingness to undertake relevant training. • Ability to work under pressure. 	<ul style="list-style-type: none"> • 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.
Other requirements	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council (and meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends. • Flexible. • Enthusiastic. 	