



# WILTON TOWN COUNCIL

## Deputy Town Clerk Job Specification

	Essential	Desirable
<b>Qualifications</b>		
Educated to at least GCSE (or equivalent)	X	
Introduction to Local Council Administration		X
<b>Experience</b>		
Demonstrable experience of working in a Local Council setting		X
Experience of planning, developing and managing a project		X
Experience of writing and submitting funding bids for grants		X
Experience of working within a community setting		X
Procurement of goods and services within predetermined budgets.		X
Experience of Rialtus finance programme.		X
<b>Technical Skills</b>		
Able to manage a variety of tasks across a range of skills and prioritise accordingly.	X	
Ability to meet deadlines.	X	
Evidence of good verbal and written communication skills across a range of media and to include peers. Councillors, volunteers and staff.	X	
Ability to build effective working relationships with Council members, staff and a range of stakeholders.	X	
Excellent IT skills including MS365 package and social media.	X	
Knowledge of the statutory duties of a Local Council.		X
Practical experience of Local Council financial procedures.		X
Ability to prepare reports and make recommendations for Council to consider.	X	
<b>Personal Skills</b>		
Excellent listening skills.	X	
A proactive and can do attitude.	X	
Able to deal with unexpected situations, demonstrating creative thinking, flexibility and positive action.	X	
Ability to anticipate future needs as well as deliver on current priorities.	X	
Able to prioritise own work across a variety of disciplines to meet the Council's aims, objectives and deadlines.	X	
Able to deal with challenging behaviour and remain impartial.	X	
<b>Special Requirements</b>		
Ability to work flexible hours including evenings and weekends if required.	X	
Able to travel within the Town if / when required.	X	