



GREAT OLDBURY PARISH COUNCIL

	Essential	Desirable
Education	<p>Willingness to undertake ongoing development training, including formal qualifications relevant to the job including completing the Certificate in Local Council Administration within 2 years of starting.</p> <p>Holds or is working towards Certificate in Local Council Administration (CiLCA) or equivalent.</p> <p>Good general education</p>	<p>5GCSEs, including English and Maths and/or A levels.</p> <p>Professional Qualification relevant to the job</p>
Work Experience	<p>Competent use of Microsoft Office 365, Outlook, Word, and Excel.</p> <p>Familiarity with formal meetings, their procedures, minutes, and subsequent actions</p> <p>Dealing with the public especially dealing with concerns and complaints</p> <p>Dealing with sensitive issues</p> <p>Familiarity with basic accounting procedures including preparing and monitoring budgets.</p>	<p>Local Government Experience</p> <p>Facilities management</p> <p>Managing a Community Centre Trust. Project Management</p> <p>Writing grant funding applications</p> <p>Partnership working</p> <p>Health and Safety at Work Working with Councillors</p>