

Perranzabuloe Parish Council

Person and Role Specification: Admin Officer

Competencies	Essential	Desirable
Qualifications		
A' levels or equivalent	✓	
Secretarial qualification		✓
Administrative Skills		
Excellent administrative skills, methodical, efficient, reliable	✓	
Able to organise and prioritise own tasks	✓	
Flexible working style	✓	
Communication Skills		
High level of interpersonal skills	✓	
Ability to communicate well with all councillors, staff and members of the public	✓	
IT Skills		
Competent IT skills with working experience of Microsoft Office software and ability to learn new systems quickly	✓	
Experience of maintaining websites (wordpress)	✓	
Various		
Practical experience of servicing committee meetings – including agenda preparation, report writing and minute taking		✓
An understanding of the Local Government democratic processes		✓
Experience in allotment management		✓
Willing to undertake relevant training	✓	