



Peacehaven Town Council

Meetings and Projects Officer – Personal Specification

Key Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to degree or diploma level in a relevant subject, or equivalent work experience 	<ul style="list-style-type: none"> ILCA qualification holder (or willingness to obtain)
Experience	<ul style="list-style-type: none"> Experience of using manual/computerised systems Experience of working in a business or professional setting 	<ul style="list-style-type: none"> Previous local government work experience Experience of arranging, attending and minuting meetings Management of staff
Skills & Abilities	<ul style="list-style-type: none"> Ability to produce reports on a range of subjects including analysis of numerical data Strong IT skills, including a high level of competence using the Microsoft Office suite. Ability to problem solve in an inclusive manner Ability to assimilate viewpoints and establish common understanding Ability to manage and supervise staff Budget management Project management Ability to organise effective meetings and events Manage self and meet targets and deadlines 	<ul style="list-style-type: none"> Understanding of a local council's legal framework and operating environment
Other Attributes	<ul style="list-style-type: none"> Ability to communicate in a clear confident manner Ability to work well with members of the public and community leaders, especially in confrontational circumstances Ability to present to a wide range of audiences Ability to maintain good relationships with Councillors, colleagues, contractors and the public Self-reliant and self-motivated Ability to work evenings and other antisocial hours Ability to grow with the role and undertake training Ability to have a calming influence in volatile situations but galvanise action when things are not happening 	<ul style="list-style-type: none"> Ability to operate within a political environment but act impartially and use open and fair processes