



CULLOMPTON TOWN COUNCIL

COMMITTEE CLERK & PROJECTS OFFICER: PERSON SPECIFICATION

Criteria	Essential	Desirable
Education and Experience	<ul style="list-style-type: none"> • Higher level education qualification e.g.. ‘A’ level or above in a relevant subject. • Commitment to continuing professional development. 	<ul style="list-style-type: none"> • Previous experience in administrative support, project management, or related roles. • Experience working with committees or in a local government setting.
Skills and Abilities	<ul style="list-style-type: none"> • Excellent organizational skills with the ability to prioritize tasks effectively. • Strong written and verbal communication skills, including the ability to prepare meeting agendas, minutes, and reports. • Ability to work independently with minimal supervision and collaborate effectively within a team environment. • Attention to detail and accuracy in maintaining records, files, and documentation. 	<ul style="list-style-type: none"> • Proficiency in MS Office Suite (Word, Excel, PowerPoint) and familiarity with database management or document control systems.

Knowledge and Competencies	<ul style="list-style-type: none"> • Understanding of local government procedures, governance principles, and regulatory requirements. 	<ul style="list-style-type: none"> • Knowledge of project management principles, including budgeting, scheduling, and monitoring progress. • Ability to conduct research, analyse data, and present findings effectively.
Personal Attributes	<ul style="list-style-type: none"> • Flexibility and adaptability to work in a dynamic environment. • Strong commitment to integrity, confidentiality, and ethical conduct. • Proactive and problem-solving mindset, with a willingness to take initiative. 	<ul style="list-style-type: none"> • Positive attitude, resilience, and willingness to learn and develop new skills.
Additional Requirements	<ul style="list-style-type: none"> • Availability to work part-time for a fixed term of 1 year or full-time for a fixed term of 6 months. • Willingness to attend evening meetings and events as required. 	