

## NORTH HORSHAM PARISH COUNCIL

### PERSON SPECIFICATION FOR APPLICANTS FOR CO-OPTION

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Relevant Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community</li> </ul>	
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to represent the Council and their community</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of legal issues relating to Parish Councils</li> </ul>
	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good standard of computer literacy</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to communicate succinctly and clearly both orally and In writing</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of financial control and budgeting</li> </ul>
	<ul style="list-style-type: none"> <li>• Good reading and analytical skills</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability and willingness to work closely with other Members and to maintain good working relationships with all Members and staff</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability and willingness to work with the Council's partners (eg voluntary groups, principal authorities, other Parish Councils etc)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability and willingness to undertake relevant training</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or other meetings) in evenings; and events in the evenings and weekends</li> </ul>	
	<ul style="list-style-type: none"> <li>• Flexible and committed to the Parish Council</li> </ul>	
	<ul style="list-style-type: none"> <li>• Enthusiastic</li> </ul>	