

Name of Local Council:	St Leonards & St Ives Parish Council
Description of Office:	Co-opted Member

COMPETENCY	ESSENTIAL	DESIRABLE
Relevant knowledge, Education, Professional Qualifications & Training	<ul style="list-style-type: none"> ▪ Sound knowledge and understanding of local affairs and the local community. 	<ul style="list-style-type: none"> ▪ A levels/Degree level and or ▪ Vocation or professional qualification
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> ▪ Solid interest in local matters. ▪ Ability and willingness to represent the Council and their community. ▪ Good interpersonal skills. ▪ Ability to communicate succinctly and clearly both orally and in writing. ▪ Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. ▪ Good reading and analytic skills. ▪ Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities). ▪ Ability and willingness to undertake relevant training. 	<ul style="list-style-type: none"> ▪ Experience of working or being a member in a local authority or other public body. ▪ Experience of working with voluntary and or local community/ interest groups. ▪ Basic knowledge of legal issues relating to town and parish councils or local authorities. ▪ Good standard of computer literacy. ▪ Experience of delivering presentations. ▪ Experience of working with the media. ▪ Experience in financial control/ budgeting. ▪ HR experience.
Circumstances	<ul style="list-style-type: none"> ▪ Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening ▪ Flexible and committed to the Council and Community ▪ Enthusiastic. 	