**BISHOPSTONE PARISH COUNCIL**

**Annex 1 PERSON SPECIFICATION: CO-OPTION OF PARISH COUNCILLOR**

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| **Competency** | **Essential** | **Desirable**  |
| **Personal Attributes** | Sound knowledge and understanding of local affairs and the local communityPositive and enthusiasticForward thinking | Brings a new skill, expertise or key local knowledge to the Parish CouncilAdds to council’s representative diversity (\*see below for definition) |
| **Experience, Skills, Knowledge****and Ability** | Solid interest in local mattersAbility to listen constructivelyGood interpersonal skillsA good team playerAbility to communicate succinctly and clearly, including by emailAbility to pick up and run with a variety of projectsAbility and willingness to represent the Council and their communityAbility to contribute opinions at meetings whilst willing to see others views and accept majority decisionsAbility to remain calm and professional in a heated debateAbility and willingness to work closely with other members and to maintain good working relationships with all members and staffAbility and willingness to work with the Council’s partners (e.g. voluntary groups, other parish Councils, principal authority, charities)Ability and willingness to undertake induction training and other relevant training | Transferable vocational or professional skills (for example: knowledge of procurement, contract management, planning, financial control, risk management and compliance, agriculture, arboriculture, HR, public relations, communications)Experience of working withvoluntary and or localcommunity/ interest groupsExperience of working inanother public body or not for profit organisationBasic knowledge of legal issuesrelating to town and parishCouncils or local authoritiesGood standard of computer literacy\*Diversity includes but is not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs |
| **Other requirements** | Ability and willingness to attend meetings of the council (or meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends |