**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 community  Positive and enthusiastic  Forward thinking | Brings a new skill, expertise or key local knowledge to the Parish Council  Adds to council’s representative diversity (\*see below for definition) |
| **Experience, Skills, Knowledge**  **and Ability** | Solid interest in local matters  Ability to listen constructively  Good interpersonal skills  A good team player  Ability to communicate succinctly and clearly, including by email  Ability to pick up and run with a variety of projects  Ability and willingness to represent the Council and their community  Ability to contribute opinions at meetings whilst willing to see others views and accept majority decisions  Ability to remain calm and professional in a heated debate  Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff  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 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 with  voluntary and or local  community/ interest groups  Experience of working in  another public body or not for profit organisation  Basic knowledge of legal issues  relating to town and parish  Councils or local authorities  Good 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 |