



**Clerk to the Council/RFO: J Hodgkiss**  
**Chairman: Cllr C Clode**

Parish Office  
Lyth Hill Road  
Bayston Hill  
Shrewsbury  
Telephone/Fax: 01743 874651  
E-mail: [clerk@baystonhillparishcouncil.org.uk](mailto:clerk@baystonhillparishcouncil.org.uk)  
[www.baystonhillparishcouncil.org.uk](http://www.baystonhillparishcouncil.org.uk)

### **PERSON SPECIFICATION FOR COUNCILLORS**

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