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| **Name of Local Council:** | **Lytchett Matravers Parish Council** |
| **Description of Office:** | **Council member**  |
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| COMPETENCY | **ESSENTIAL** | DESIRABLE |
| **Relevant knowledge, Education, Professional Qualifications & Training** | * Knowledge and understanding of local affairs and the local community.
 | * Relevant vocation, experience or professional qualifications.
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| **Experience, Skills, Knowledge and Ability** | * 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.
* Good reading and analytical 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.
* Ability to work under pressure.
 | * 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.
* Good standard of numeracy.
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| **Circumstances** | * 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 and at weekends.
* Enthusiasm for the benefit of the local community.
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Based on a template provided by NALC (Legal Briefing L15-08)