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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. |
| **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. |
| **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. |  |

Based on a template provided by NALC (Legal Briefing L15-08)