



HEATHFIELD AND WALDRON PARISH COUNCIL

Person Specification Feb 2025 – Events, Environment and Burials Officer

	Essential	Preferable
Education	Good general education with a minimum of 5 GCSEs, including English and Maths at Grade C or above (or equivalent)	Introduction to Local Council Administration (ILCA) or Certificate in Local Council Administration (CiLCA) or Certificate in Local Policy Studies from University of Gloucester
Experience	Experience of compiling agendas, taking and producing minutes Experience of running projects, researching and keeping to budgets.	Previous parish council experience Experience of dealing with members of the public and organising volunteers Experience of the burial process and of managing a burial site
Skills, knowledge and aptitude	Minute taking, excellent IT skills, general administration and record keeping Ability to produce reports on various subjects having undertaken research prior to this Able to communicate with people from different sectors Good time management skills and ability to problem solve Ability to employ discretion and maintain confidentiality	Knowledge of Word, Excel, Publisher and Power Point Knowledge of health and safety legislation and risk management issues Knowledge of environment issues in relation to a public body and its services
Personal qualities	Must be able to work under pressure and to tight deadlines Must be self-motivated, honest and trustworthy Must be able to maintain good relationships with Councillors, other staff, contractors and the general public	Willingness to undertake training and to act as the Council's representative at meetings and other official occasions when required

	<p>Must be adaptable and able to work effectively in a small team</p> <p>Must have methodical and thorough approach to tasks and be able to anticipate problems and solve them</p>	
Other	<p>Must be able to attend the occasional evening meeting and when an event is being held, which would normally be at the weekend or on a bank holiday.</p> <p>Must have full driving licence with relevant insurance cover to allow for occasional business use.</p>	