

## Parish Council manager and clerk details

### The Parish Council

Capel Parish Council (CPC) is part of the third tier of English local government. There are nine councillors elected by voters on the electoral register in Capel Parish. The next election, held over from 2020, is due in May 2021. Capel is one of around 9 000 parish and town councils throughout the country. Parish councils have some direct responsibilities, in Capel's case this includes among other things the Recreation Ground, the allotments in Five Oak Green and the Memorial Cottages. Just as important is the council's role representing local opinion to other bodies including the Tunbridge Wells Borough and Kent County councils, the MP, utilities providers, such as SE Water, the NHS, the Environment Agency and so on.

The role of the Parish Manager and clerk will be to help enable CPC and its councillors to carry out their roles as effectively and successfully as possible.

### Person Specification

#### Essential:

**Organised:** The successful candidate will be organised, methodical, self-reliant, and able to set themselves priorities

**A 'people person':** They will be able to work well alone but also have good interpersonal skills which will allow them to work with councillors and act as the public face of the council with residents and the representatives of other public bodies.

**They will have good IT skills** able to use Microsoft Word, Excel and able to communicate effectively using email. They should be familiar with social media and the use of Zoom.

**Flexible:** Be available to work for 26 hours a week flexibly (though there will be core hours of 10-2 Monday to Thursday or by negotiation)

#### Desirable:

Have a close connection to or link with the Parish of Capel

Have previous relevant experience, for example as a clerk in another parish, or in local government.

Educated to at least A level.