



## Willand Parish Clerk Person Specification – Litter Picker

Category	Criteria	Essential/Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic level of literacy and numeracy</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Commitment to further professional development and training where required</li> </ul>	Essential
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience or understanding of street cleaning and litter picking</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>• Experience of carrying out visual inspections on play areas and fitness equipment</li> </ul>	Desirable
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good oral communication skills</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to deal confidently and tactfully with the public.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to work outside in all weather conditions</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to work alone using own initiative</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Able to manage and prioritise own workload</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Good level of physical fitness</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Understanding and respect of confidentiality</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Understanding of health &amp; safety and the use of personal protective equipment</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Basic IT skills</li> </ul>	Desirable
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Assertive, tactful &amp; diplomatic</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Friendly, approachable and calm</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Ability to project a positive image of the Parish Council &amp; local community</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Honest and flexible in approach to work</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Respectful and non-discriminatory towards others</li> </ul>	Essential
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to work weekends if required.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• Live within 10 miles of Willand</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>• UK Driving Licence</li> </ul>	Desirable