



PADSTOW TOWN COUNCIL

CO-OPTION CRITERIA

Name of Local Council: PADSTOW TOWN COUNCIL
Description of Office: Padstow Town Councillor

COMPETENCY	ESSENTIAL	DESIRABLE
<i>Relevant Knowledge, Education, Professional Qualifications and Training</i>	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. 	
<i>Experience, Skills and Knowledge</i>	<ul style="list-style-type: none"> • Solid interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills. • Ability to communicate clearly both orally and in writing. • Ability and willingness to work closely with other members and to maintain good working relationship with all members and staff. • Good reading and analytic 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, at times, work under pressure. 	<ul style="list-style-type: none"> • Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations. • Experience of working in another public body or not for profit organisation. • 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. • Experience in financial control/budgeting
<i>Other Requirements</i>	<ul style="list-style-type: none"> • 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. • Flexible • Enthusiastic 	