



## PADSTOW TOWN COUNCIL

### CO-OPTION CRITERIA

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

COMPETENCY	ESSENTIAL	DESIRABLE
<b><i>Relevant Knowledge, Education, Professional Qualifications and Training</i></b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> </ul>	
<b><i>Experience, Skills and Knowledge</i></b>	<ul style="list-style-type: none"> <li>• Solid interest in local matters.</li> <li>• Ability and willingness to represent the Council and their community.</li> <li>• Good interpersonal skills.</li> <li>• Ability to communicate clearly both orally and in writing.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationship with all members and staff.</li> <li>• Good reading and analytic skills.</li> <li>• Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities).</li> <li>• Ability and willingness to undertake relevant training.</li> <li>• Ability to, at times, work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations.</li> <li>• Experience of working in another public body or not for profit organisation.</li> <li>• Experience of working with voluntary and or local community/interest groups.</li> <li>• Basic knowledge of legal issues relating to town and parish councils or local authorities.</li> <li>• Experience in financial control/budgeting</li> </ul>
<b><i>Other Requirements</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Flexible</li> <li>• Enthusiastic</li> </ul>	