

## Councillor Role Profile & Description

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<b>Role</b>	Parish Councillor
<b>Responsible to</b>	All people resident within the Parish
<b>Regular liaison with</b>	Other councillors, local authorities, residents
<b>Period of service</b>	Four years with possible extension.
<b>Salary</b>	This is a voluntary position with some expenses able to be paid in certain cases.

### Main purpose

Representing the views of all residents within your parish.

### Secondary purpose

- As part of a local council you will have responsibility for running local services which may include: open spaces, play areas, village halls, community car schemes and others that the council may agree to.
- Shaping the long term development policy for the parish, and as part of the planning process, comment on planning applications in the parish.
- Improve the quality of life and the environment in the parish.
- Working to identify issues which are important to the lives of the residents you represent.
- Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other parishes and agencies.

Competency	Essential	Desirable
Relevant knowledge, Education, Professional Qualifications & Training	Sound knowledge and understanding of local affairs and the local community.	A levels/Degree level and or Vocation or professional qualification (e.g. accountant, teacher, policeman).  Knowledge or experience of planning law and its application at parish council level.
Experience, Skills, Knowledge and Ability	Demonstrated interest in local matters.  Ability and willingness to represent the Council and their community.  Good interpersonal skills.  Ability to communicate succinctly and clearly both orally and in writing.  Ability and willingness to work closely with other	Experience of working or being a member in a local authority or other public body.  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. Good standard of computer literacy.

	<p>members and to maintain good working relationships with all members and staff.</p> <p>Good reading and analytic skills.</p> <p>Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authority, charities).</p> <p>Ability and willingness to undertake relevant training.</p>	<p>Experience of delivering presentations.</p> <p>Experience of working with the media.</p> <p>Experience in financial control/ budgeting.</p>
Circumstances	<p>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.</p> <p>Flexible and committed to the Council</p>	

June 2016