

Sodbury Town Council

Person Specification for Co-Option

Essential requirements

- A knowledge of and interest in local affairs and the local community
- Ability to attend meetings of the Full Council on the second Tuesday of each month at 19.30 (this is a duty)
- Ability & willingness to join Council Committees which meet on Tuesday evenings
- Ability & willingness to join other bodies as a Council representative
- Sound knowledge of IT use as all Town Council communication is done through email
- Good interpersonal and communication skills

Desirable Skills

- An understanding of the workings of local government and associated legislation
- Willingness to attend appropriate training sessions
- Background knowledge in any areas the Council is involved in:
 - ❖ Finance & budgeting
 - ❖ HR/Contract management
 - ❖ Environmental issues
 - ❖ Planning matters
 - ❖ Social Media / Media Management
 - ❖ Property / Land Management

The above requirements are in addition to the qualification and disqualification standards set out by the Electoral Commission which you should ensure you meet and can be viewed at www.electoralcommission.org.uk