

**APPENDIX C**

**CO-OPTED COUNCILLOR PERSON SPECIFICATION**

| <b>COMPETENCY</b>                                | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>  |
|--|---|---|
| <b>Personal Attributes</b>                       | <ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community.</li> <br/> <li>• Forward Thinking</li> </ul>   | <input type="checkbox"/> Can bring a new skill, expertise or key local knowledge to the Council.  |
| <b>Experience, Skills, Knowledge and Ability</b> | <ul style="list-style-type: none"> <li>• Ability to listen constructively</li> <br/> <li>• A good team player</li> <br/> <li>• Ability to pick up and run with a variety of projects Solid Interest in local matters</li> <br/> <li>• Ability and willingness to represent the Council and their community</li> <br/> <li>• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions</li> <br/> <li>• Ability to communicate succinctly and clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</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 induction training and other relevant training.</li> </ul> | <input type="checkbox"/> Experience of working or being a member in a local authority or other public body<br><input type="checkbox"/> Experience of working with voluntary and or local community / interest groups<br><input type="checkbox"/> Basic knowledge of legal issues relating to town and parish Councils or local authorities<br><input type="checkbox"/> Experience of delivering presentations |
| <b>Circumstances</b>                             | <ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening</li> </ul>   |   |