



Category	Requirement	Essential	Desirable
	Knowledge of maintaining and updating websites and social media accounts		✓  ✓
Personal Attributes	Diplomacy and tact and an ability to work harmoniously with the Council, fellow staff and members of the public A positive outlook and an interest in local issues Reasonably assertive & self-confident. An ability to form and maintain good working relationships The ability to deal with difficult and sensitive issues Self-reliant and self-motivated and able to work on own initiative Able to work effectively and efficiently under pressure Committed to confidentiality at all times	✓  ✓  ✓  ✓  ✓  ✓  ✓	
Other	Able and willing to work at both regular, specified and occasional ad-hoc evening meetings as required. Full driving licence and ability to travel around the Parish for work and related meetings and events.	✓  ✓	