

MARCH 2019

## PERSON SPECIFICATION | POLICY AND PROJECTS INTERN

Responsible to:

Head of policy and communications

COMPETENCY	ESSENTIAL	DESIRABLE
1. Education, Professional Qualifications and Training	Educated to at least University Degree level or can demonstrate ability at that level.	
2. Abilities/Practical and Intellectual Skills	<ul style="list-style-type: none"> <li>• Knowledge and understanding of local government, Parliament and UK political system</li> <li>• First rate organisational skills, ability to meet tight deadlines and work under pressure</li> <li>• Excellent oral and written skills</li> <li>• Good research capability, able to interpret and process large amounts of information</li> <li>• Ability to work individually or as a member of a team</li> <li>• High standard of computer/digital literacy</li> <li>• Ability to build good working relationships with councillors, senior management, stakeholders and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the local (parish and town) council sector</li> <li>• Confident public speaker</li> <li>• Experience of project work</li> <li>• Experience of producing notes, reports and minutes of meetings attended and project progress within agreed time limits</li> <li>• Experience of writing for a wide range of audiences</li> <li>• Experience of undertaking research projects</li> <li>• Ability to communicate at all levels</li> </ul>
3. Circumstances	Ability and willingness to work away from the office and evenings/weekends as and when required.	
4. Other	Willingness to undertake staff training and development as required.	