



## St Clears Town Council

### Person Specification Part Time Coordinator for the Gate

		Essential	Desirable
<b>1. Educational Qualification</b>	<p>Good general education And competency in numeracy and literacy (including Maths and English/Welsh)</p> <p>Educated to GCSE</p> <p>Any recognised qualification in business or marketing</p>	<p>**</p> <p>*</p>	<p>*</p>
<b>2. Work Experience</b>	<p>Experience of using personal computers and social media platforms.</p> <p>Enjoy communicating and working with the public.</p> <p>Working with different community groups.</p>	<p>*</p> <p>*</p> <p>*</p>	
<b>3. Skills/knowledge and aptitude</b>	<p>Conscious of security for both people and property</p> <p>Able to produce reports on financial and other subjects.</p> <p>The ability to work in a bilingual environment is essential and you will need a good level of conversational Welsh. Reasonable support can be provided on appointment to reach this level.</p> <p>Ability to market the venue, its activities and achievements.</p> <p>IT skills</p> <p>Presentational skills</p> <p>Ability to problem solve</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p> <p>*</p>
<b>4. Motivation</b>	<p>Ability to build and maintain good relationships with partners in the community and other organisations.</p> <p>Willingness to undertake training.</p> <p>Able to work on own initiative and under pressure and as part of a team.</p> <p>Self-reliant and self-motivated</p>	<p>*</p> <p>*</p> <p>*</p>	<p>*</p>
<b>5. Other</b>	<p>Able to attend evening and weekend as necessary.</p> <p>Ability to drive.</p> <p>The physical demands of this post include walking, standing, climbing stairs, occasional bending and kneeling, lifting and moving objects.</p>	<p>*</p>	<p>*</p>