



Wallingford Town Council

9 St Martin's Street
Wallingford
Oxfordshire
OX10 0AL

Tel: 01491 835373

Email: seniorofficer@wallingfordtowncouncil.gov.uk

Web: www.wallingford.co.uk

Wallingford Town Council Co-opted Councillor

The Town Council has received the resignation of one of its 16 Councillors and as a result there is now a vacancy on the Town Council for one co-opted Councillor.

Persons interested in taking up this position should apply in writing to the Town Clerk giving their personal details and a brief summary of their reasons for applying, guidelines are available from the Town Council office.

Applications should reach the Council Offices by Wednesday 12th September 2018 in order that a selection of the applicants can be made in preparation for a full Council meeting to be held on the 24th September 2018.

The Town Clerk, Mrs Paula Lopez



Wallingford Town Council

9 St Martin's Street
Wallingford
Oxfordshire
OX10 0AL

Tel: 01491 835373

Email: seniorofficer@wallingfordtowncouncil.gov.uk

Web: www.wallingford.co.uk

The council requires candidates who will be co-opted to declare or certify in writing that they,

- Meet the criteria for eligibility, set out in s.79 of the Local Government Act 1972, to be a member of the council,

And

- They are not disqualified, pursuant to s.80 of the same act to be a member of the council

The legislation is easily accessible on the internet and I would need to be in receipt of your declaration no later than Wednesday **12th September 2018**.

COMPETENCY	ESSENTIAL	DESIRABLE
RELEVANT KNOWLEDGE, EDUCATION, PROFESSIONAL QUALIFICATIONS & TRAINING	Sound knowledge and understanding of local affairs and local community. Other requirements as appropriate	A levels/Degree and or specific vocational training or professional qualification (e.g. accountant, teacher, surveyor, architect) may be specified
EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITY	Solid interest in local matters. Ability and willingness to represent the Council and their community. Good interpersonal skills. Ability to communicate clearly both orally and in writing. Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. Good reading and analytic skills. Ability and willingness to work with council's partners (e.g. voluntary groups, other parish councils, principal authority, charities). Ability and willingness to undertake relevant training. Ability to work under pressure.	Knowledge of HR, procurement, contract management, financial control or risk management and compliance, public relations. Experience of working in another public body or not for profit organisation. Experience of working in another public body or not for profit organisation. Experience of working with voluntary and or local community/interest groups. Basic knowledge of legal issues relating to town and parish councils or local authorities. Experience of delivering presentations. Experience of working with the media. Experience in financial control/budgeting. Experience of staff management.
OTHER REQUIREMENTS	Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evenings and events in the evenings and at weekends. Flexible Enthusiastic.	