

TOWN COUNCILLOR – JOB DESCRIPTION

Title: Councillor
Responsible to: The Town Council and its electors
Responsible for: Effective leadership to foster the interests of electors
Salary: Unpaid
Hours: 3 hours per week

Main Duties and Responsibilities

1.	To participate fully and constructively in all Council business, assisting in the formation of policies and scrutiny of budgets, strategies and services.
2.	To take responsibility for, with other councillors, management of Council matters.
3.	To keep up to date with significant developments affecting the Council at local, regional and national levels.
4.	To promote the economic, social and environmental well-being of the Town.
5.	To build community capacity and encourage local involvement in developing the community and the area.
6.	To be accountable to the public by providing accurate information about Council activities and explaining decisions and policies.
7.	To effectively represent the interests of the ward that the Councillor is elected to serve and deal with parishioner's enquiries, representations and complaints.
8.	To represent the whole electorate; listen, and then represent the views of the whole community when discussing council business and working with outside bodies.
9.	To take an active part in the day-to-day activities of the Council.
10.	To be available to attend all Council meetings whether held in the day time or at night time (including meetings of committees to which the Councillor has been appointed) unless absence is unavoidable.
11.	To prepare for meetings and be properly informed about the issues to be discussed.
12.	To take part in meetings and form sound judgements based on what is best for the community/Council and then abide by majority decisions.
13.	To attend councillor training as available/necessary.
14.	To represent the Council on outside bodies to which the Council may appoint you. Taking care to only promote the Town Council's resolved positions and agreed policies.
15.	To comply with legislation, abide by the adopted policies of Louth Town Council, the Council's Code of Conduct, Standing Orders and Financial Regulations.
16.	To set an example to the community, maintaining high ethical standards and proper standards of behaviour as an elected representative of the people.
17.	To follow procedure and act only through proper channels. Promote transparency and access to information where appropriate but ensure that confidential information obtained through the Council remains as such.
18.	To participate effectively as a member of any committee or working party to which appointed.

TOWN COUNCILLOR - PERSON SPECIFICATION

Competency	Essential	Desirable
Knowledge and experience	<p>Knowledge and understanding of the local community and current local affairs.</p> <p>Proven experience of working with the local community e.g., through schools, community groups, residents' associations, local charities etc.</p>	<p>Can bring a new skill, ideas, expertise or key local knowledge to the Council.</p> <p>Experience of working with or for a public body such as a local authority.</p> <p>Knowledge of system of local government and the democratic process.</p> <p>Experience of committee work and collective decision making.</p>
Skills, aptitude and abilities	<p>Numeracy and literacy skills.</p> <p>Good communication and interpersonal skills including active listening skills and ability to explain and justify decisions.</p> <p>Basic computer literacy skills including use of email, social media platforms.</p> <p>Ability to interpret information objectively, put forward opinions and make balanced decisions taking into account opposing views and then justify decisions made.</p> <p>Good team player.</p> <p>Enthusiasm, interest and energy for the role of Town Councillor.</p> <p>Desire to maintain and improve the quality of life for the local community.</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members.</p> <p>Ability and willingness to work with the council's partners (e.g., voluntary groups, other councils etc).</p>	<p>Ability to set and monitor budgets and understand financial reports.</p> <p>Presentation/public speaking skills.</p>
Circumstances	<p>Able to attend council meetings on a regular basis.</p> <p>Capacity to attend community events at evenings and weekends.</p> <p>Capacity and willingness to attend training.</p> <p>Sufficient time to undertake the role of Town Councillor.</p> <p>IT equipment upon which emails can be received such as agenda and meetings summons.</p>	<p>Capacity to attend day time training, meetings and community events</p>