

# **FARINGDON TOWN COUNCIL**

The Corn Exchange, FARINGDON, Oxfordshire, SN7 7JA

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[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Sally Thurston



## **FARINGDON TOWN COUNCIL**

<b>Town Councillor</b>
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### **JOB DESCRIPTION**

**Job Title: Town Councillor**

**Responsible to:** The Council and its electors

**Responsible for:** Effective leadership to foster the interests of the electors and Town

**Role Purpose to:** Bring local issues to the attention of the council, help it make decisions on behalf of the local community and represent the views of residents of the Town.

**Main Duties and Responsibilities:**

1. To represent effectively the interests of the whole town by listening to views from the community.
2. To improve the quality of life for those that live, work or visit the area.
3. To participate fully in the formation and scrutiny of the Town Council's policies, strategic plans, budgets and service delivery.
4. To ensure that the Town Council is properly managed.
5. To prepare for, attend and participate in Town Council meetings, decision making and abide by corporate decisions.
6. To undertake appropriate training and development to help fulfil the requirements of the councillor role.
7. To keep up to date with significant developments affecting the Town Council at local, regional and national levels.
8. To represent the Town Council on outside bodies to which the Councillor is appointed and report back activities.
9. To maintain proper standards of behaviour and comply with the Council's code of conduct.
10. To deal with resident's enquiries and representations fairly and without prejudice.

### **Useful Skills for a Councillor:**

- Making decisions
- Exploring and expanding ideas
- Interpreting information
- Having ideas
- Visualising what might happen
- Using imagination
- Understanding budgets and financial paperwork
- Keeping going skills
- Encouraging yourself and others
- Listening
- Questioning
- Dealing with conflict
- Evaluating
- Reviewing
- Drawing conclusions
- Seeing the bigger picture
- Assessing objectively
- Measuring and comparing results
- Public speaking
- Persuading and motivating
- Prioritising
- Negotiating
- IT skills