

**Job Description &
Person Specification:
Town Development
Officer**

November 2025

Job Summary

This job covers a number of roles and council priorities, including promoting town centre vitality, progressing the Neighbourhood Plan, preparation for emergencies such as flooding and promoting initiatives to reduce climate change.

The successful applicant will need good organisational skills, will help manage and deliver small scale town council projects and to assist some of the Council's partner organisations. The duties are to be carried out under the direction of the Town Clerk.

Place of Employment

The post holder will be based at the Town Council Office, Warminster Civic Centre, Sambourne Road, Warminster. Working hours will normally be 4 days a week between 8.30am to 4.30pm Monday-Friday (To be agreed at interview stage) but will be flexible as the post holder will need to attend some evening meetings and occasionally work at weekends.

Salary NJC Spinal Column Scale SCP18 – 23 (£31,537to £34,434 per annum pro rata)

Working Hours 30 hours per week

Duration Permanent

Closing date Application forms to be received by noon on Friday 21st November 2025

Duties of the post

1 Key Activities and Areas of Responsibilities

- To provide full advice, support, management and delivery on Town Council projects including The Neighbourhood Plan, the Climate Change Action Plan, Town Centre Regeneration and the Resilience Plan.
- To stay informed of potential funding sources and opportunities and develop and funding applications.
- To provide administrative and secretarial support to council working groups
- Co ordinating the volunteer flood wardens.
- Advise and assist the Council's partner organisations to delivered agreed shared objectives for example Warminster Business Network.

2. Other Activities and Areas of Responsibility

- Work with external organisations to promote a vibrant and flourishing Warminster.
- Establish and maintain accurate and effective management, administrative and financial and monitoring systems to process external funding submissions, approvals and project delivery.
- To undertake routine admin tasks
- To maintain simple data bases and spreadsheets
- Carry out any other reasonable duties required by your line manager or as

specified by the Town Clerk

3 Training

The postholder will be expected to undertake any training appropriate to the role. Training will be provided to strengthen existing skills and knowledge or to bring new skills and knowledge appropriate to the role.

4 Additional Information

The post includes entry into the Local Government Pension Scheme

Person Specification

Experience and Knowledge	
Essential • Commitment to and understanding of Council objectives • Ability to demonstrate simple project management skills, including financial management and monitoring • Knowledge of facilitation and community engagement techniques • Experience of producing clear and precise reports • Ability to work with minimum supervision and to tight deadlines	Desirable • Ability to demonstrate success in submitting external funding bids • Good local knowledge • Experience of producing clear and precise reports, notes and agendas.
Education and Skills	
Essential • High level of written, communication and interpersonal skills • Excellent organisational skills • Ability to prioritise work and manage time to deliver effective results • Computer literate in use of MS Office and associated IT applications • Committed to ongoing Continuous Professional Development/Training	Desirable • Educated to degree level or equivalent experience
Other	
Essential • Proactive attitude • Ability and willingness to work flexibly, including evenings and occasionally at weekends • Willingness to attend relevant training courses and events	Desirable • Current driving licence and access to transport.