

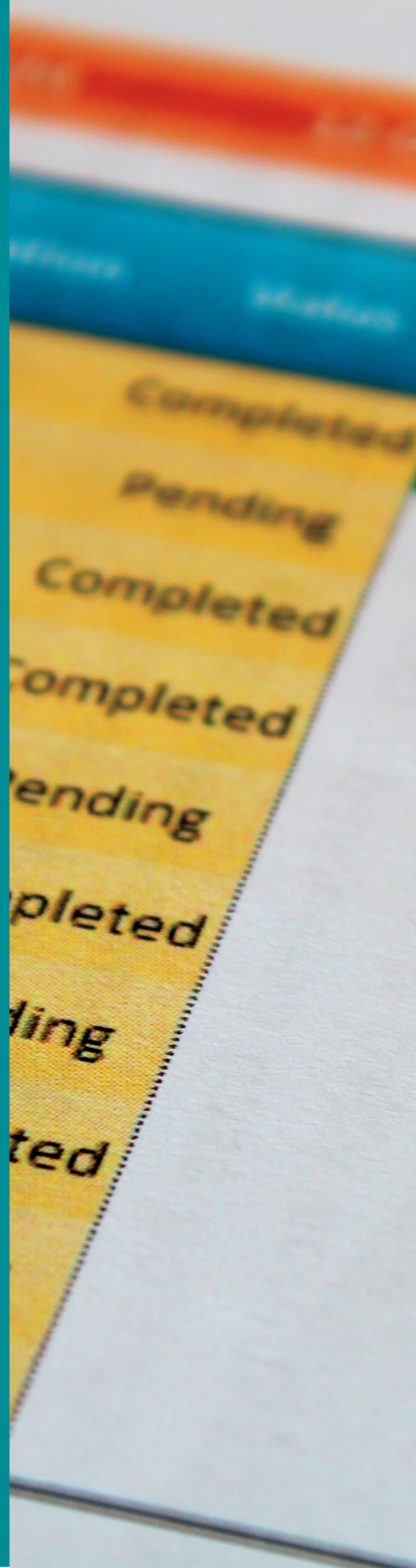


**WARFIELD**  
PARISH COUNCIL

# Recruitment Pack

Projects Officer

June 2026



# Introduction

**Warfield Parish Council is seeking an ambitious, enthusiastic and high calibre professional to deliver key projects on behalf of the council.**

This is a new role in the parish council and we are looking to find the right individual to support us through a period of change. Working with our Parish Clerk, who is the Chief Executive Officer of the council you will manage and deliver approved projects.

## **The role and portfolio**

This is a particularly exciting time to join us, with a range of significant projects and community initiatives currently underway. You will bring a range of skills and experiences to provide a strategic focus to multiple projects simultaneously, ensuring they are completed on time, within scope and within budget.

## **What we are looking for**

We need a motivated, proactive and collaborative team player who can balance strategic vision with robust operational execution. To thrive, you will bring:

- Proven experience: A proven track record of project management.
- Political acumen: The ability to work effectively with elected members, build strong partnerships and influence stakeholders.
- Sector expertise: Knowledge of local government, the way it works and how funding and decisions are made.

## **What we offer**

This is a part-time position (20 hours per week), with flexible working arrangements to support work/life balance and you will join a growing, friendly and deeply committed team based in Warfield in the Bracknell Forest area. The role is for a fixed term until 31 July 2028, with the possibility of a contract extension.

We offer membership of the Local Government Pension Scheme.

# Warfield

**Warfield is a growing civil parish, one of six in the Bracknell Forest area of Berkshire.**

Warfield has historic roots as an Anglo-Saxon settlement, recorded in the Domesday Book as “Warwelt”, with St Michael the Archangel church dating from the 12th century.



For much of its history, Warfield was a rural parish of small hamlets and farms, shaped by its woodland setting.

The growth of Bracknell as a New Town brought significant change, and Warfield has continued to expand in recent decades while retaining its distinctive local character.

Today, Warfield continues to grow, including the delivery of a new Community Hub through partnership working between the parish council and Bracknell Forest Council.



# Parish Council Structure

The Parish Council is made up of 15 elected councillors, who serve a four year term. Our next elections will take place in May 2027. All the councillors participate in the Full Council where key decisions, policies and strategy are considered.

In addition to the Full Parish Council there are a number of committees each with delegated powers to action various works and initiatives. These committees are appointed each year at the Annual Council Meeting where their terms of reference and membership are agreed by full council. Each councillor on the parish council has the opportunity to be appointed to at least one committee. Councillors are encouraged to participate in more than one committee to ensure an even spread of workload.

The current committee structure of the council is:

## **Finance & General Purposes**

This committee deals with topics including: corporate governance, risk management, financial administration, policy development and audit. The committee also makes recommendations on community grant awards.

## **Planning & Transport**

This committee considers the Council's response to planning applications and oversees the Council's Neighbourhood Development Plan.

## **Environment & Amenities**

This committee make decisions relating to our community facilities including our halls, our allotments and outdoor spaces as well as deciding and monitoring the Council's environmental plans.

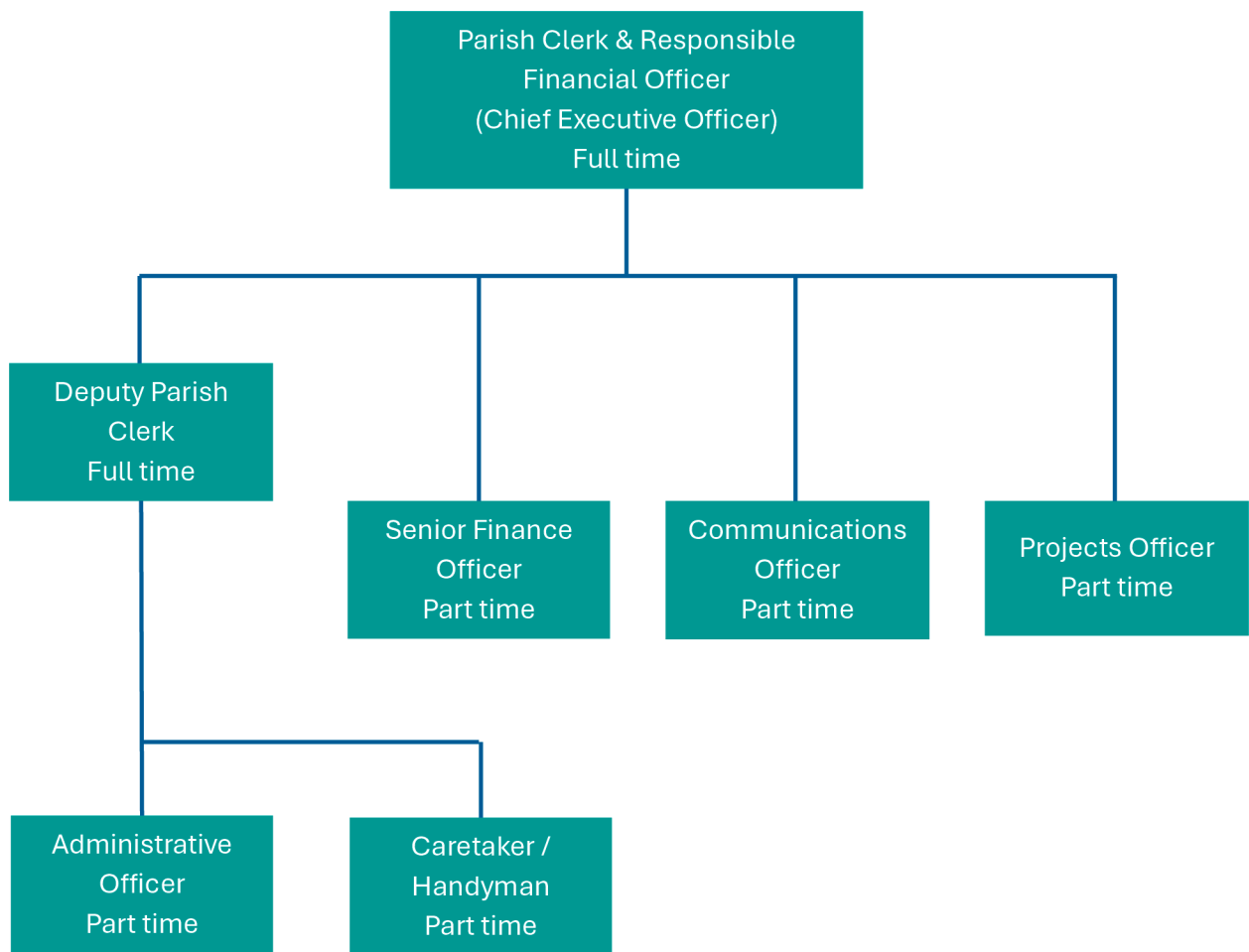
## **Staffing**

This committee oversees staffing matters independently from the Finance & General Purposes Committee

# Staff Structure

The Parish Council will consist of six officers and a Caretaker/Handyman. The Parish Clerk is the head of the paid service and is accountable for the operation of the council to the Parish Council.

Our structure is developing, but from September 2026 we expect it to be:



# Job description

Salary:	SCP 24-28 £35,412 - £39,152 FTE (£19,136 - £21,160 pro rata)
Hours of work:	20 hours per week
Contract:	Fixed-term to 31 July 2028
Reporting to:	Parish Clerk / Chief Executive Officer
Location:	Parish Office, currently Brownlow Hall

## **Purpose of the role**

To support delivery of approved projects under the direction of the Chief Executive Officer/Parish Clerk and in accordance with council decisions, financial regulations and delegated authority. The role requires a dynamic and organised individual who can manage multiple projects simultaneously, ensuring they are completed on time, within scope and within budget.

## **Key responsibilities**

- Co-ordinate the planning execution and completion of council and committee-initiated projects.
- Collaborate with various stakeholders, including council members and external partners to define project objectives and deliverables.
- Develop detailed project plans, including timelines, milestones, and resource allocation.
- Monitor project progress and adjust as necessary to ensure successful project delivery.
- Deliver and oversee procurement support, project risk registers, stakeholder engagement plans, consultation events, contractor liaison, project documentation, permissions/consents, and post-project review.

- Identify and mitigate potential risks and issues that may impact project success.
- Ensure compliance with council policies, procedures, and regulations throughout the project lifecycle.
- Foster a collaborative and positive working environment among project team members.
- Attend Council or committee meetings as required, including occasional evening meetings, and prepare written progress reports for review by the Chief Executive/Parish Clerk.

### Budgetary and resource control

- The postholder may seek quotations, estimates and project information from suppliers and contractors but may not commit expenditure, appoint contractors, issue instructions creating financial liability, or vary project scope except where authorised under the Council's Financial Regulations, procurement procedures and delegated authority.
- The postholder will manage the budgets for identified projects.

### Other duties

- To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

### **Identified projects**

To assist candidates the following projects have been identified for project management purposes:

**Warfield Memorial Ground** - This project will see improvements made to the current memorial ground including provision of a new pavilion, car parking and entry point, improvements to the ground including drainage and the playing surface and other improvements to an agreed budget.

The duties for this role include project scoping and design work, contractor selection, managing the planning process, stakeholder liaison and delivery of the project to completion, on time and on budget.

**Move to our new Community Hub** - The move to our new home will be critical as we look for a seamless move with minimal disruption. This project will see the management of the move and the setting up of the new Parish Office and Reception area.

**Vacation of the Brownlow Hall** - The Brownlow Hall will be vacated as part of our move to the new Community Hub. This project will oversee the process of vacation, whilst our services are maintained. This will include developing an agreed timetable and project plan for disposal of assets and any remedial works to the building. Liaising with key stakeholders and ensuring the building is empty and the keys returned to the landlord by an agreed date.

# Person Specification

Qualifications and practical requirements	Essential	Desirable
Full driving licence		Y
Degree-level qualification or relevant professional qualification		Y
Relevant certificates such as PMP and PRINCE2		Y
Proven experience in a project management role	Y	
Experience with stakeholder management and community engagement		Y
Experience in the public sector	Y	
<b>Knowledge, skills and abilities</b>		
Excellent presentation, written and oral communication skills	Y	
In-depth understanding of project management principles and methodologies	Y	
Report writing and record keeping		Y
Maintaining effective working relationships at all levels	Y	
Excellent organization and time management skills	Y	
Ability to develop detailed project plans, including timelines, milestones, and resource allocation.	Y	
Attention to detail	Y	

<b>Knowledge, skills and abilities continued</b>	<b>Essential</b>	<b>Desirable</b>
Excellent interpersonal skills – creating strong relationships with a wide variety of internal and external stakeholders	Y	
Technical abilities in the use of IT and Microsoft Office	Y	
<b>Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work collaboratively and flexibly as part of a team	Y	
Highly skilled and detail orientated	Y	
Effective communications to convey information clearly and listen actively	Y	
Strong interpersonal skills	Y	
Persuasive and effective communication skills	Y	
Proactive and able to identify and address potential issues before they become problems.	Y	
Solution focussed problem solver	Y	
Adaptable and flexible	Y	
Integrity and ethical conduct	Y	



If you would like more information on the role, please contact Jason Mawer, Parish Clerk & Chief Executive Officer at: [clerk@warfieldparishcouncil.gov.uk](mailto:clerk@warfieldparishcouncil.gov.uk)

**Application Process:**

Please send your completed application forms (Parts A and B), along with a covering letter stating why you are suitable for this role to:  
[clerk@warfieldparishcouncil.gov.uk](mailto:clerk@warfieldparishcouncil.gov.uk)

Closing date: 12noon on Tuesday 21 July 2026

Interview date: Week commencing 27 July 2026

Anticipated start date: Tuesday 1 September 2026

You can find more information about the council on our website  
[www.warfieldparishcouncil.gov.uk](http://www.warfieldparishcouncil.gov.uk)