



A fantastic opportunity to work in Community Rail

The Purbeck Community Rail Partnership is recruiting

The Post: Community Rail Officer

Salary £20,000 pa, for three days per week, on a 1-year rolling contract and subject to change of Employer in the future. Some evening and weekend working is essential.

Information on the Partnership can be found at <https://purbeckcrp.org.uk/>

Closing Date for applications is Friday 29th July 2022

Enquiries to Mick Stone the Secretary of the Purbeck Community Rail Partnership at mickstone2@yahoo.co.uk and please submit your application to the same email address.

Interviews will take place in Wareham – venue to be confirmed

Start date for successful candidate preferably before 1st September 2022

Job Location and way of working

Ideally in the vicinity of the Purbeck Community Rail Partnership. The post holder will require flexibility to manage home and onsite working.

A South Western Railway Standard Class duty travel pass will be provided, together with use of a work laptop and mobile phone.

Key Responsibilities

- Develop, manage and adhere to CRP activity plans, updating achievements and delivering projects based on stakeholder input.
- Actively promote attractions, tourism, events and locations.
- Deliver projects that promote sustainable and healthy travel.
- Support established station adopters and community projects at stations, whilst seeking and engaging new volunteers and groups
- Engage with schools to promote environmentally friendly travel and railway safety.

- Be responsible for collaborating with South Western Railway's Community Ambassadors to deliver Try the Train trips and Travel Plans for those who lack confidence to travel on the railway.
- Provide input into Purbeck CRP's social media and web outputs
- Seek funding wherever possible, including writing bids for external funding.
- Co-ordinate Steering Group meetings, including providing updates, distribution of minutes and arranging agendas with the Chairs.
- Represent the CRP at external events and meetings.
- Participate in activities to support the development of the CRP in general.
- Undertake any other duties that may be required by the line manager, Chair or stakeholders.

Skills/Knowledge/Experience

Essential

- Self-motivated, with the ability to work on own initiative
- Excellent interpersonal skills, including written and verbal communication
- Organised, with the ability to set and work to, deadlines
- A track record of partnership working
- Creative, with the ability to turn ideas into final pieces of work
- Customer and results orientated
- Project management experience, including liaising with multiple groups
- IT skills, including Word, Excel and Powerpoint
- Proven experience organising meetings, including taking minutes

Desirable

- Experience working with volunteers, children and/or community development
- Experience writing funding bids
- Experience of social media and web based information applications

A mileage allowance for private car use is offered, together with other reasonable expenses in the carrying out of the role.

The Community Rail Officer will report to the Steering Group and require the ability to work with a range of partners, including South Western Railway, the Swanage Railway, local authorities, businesses, Volunteers and other Community Rail Partnerships, together with the Community Rail Network.