

Job Description

**Job Title:**

Community Rail Officer

Location:

Tanyfron, Wrexham

Responsible to:

Head of Programmes & Partnerships

Responsible for:

Volunteers

Number of hours per week:

37.5 hours - with some weekend/bank holiday/
evenings to cover events

Salary:

£25,350

Purpose of the job

The role of the Community Rail Officer is to support the Community Rail Partnership and have responsibility for the delivery of the Activity Plan that is agreed by the regional steering group each year in line with the Wellbeing of Future Generations Act. The role requires a self-motivated leader, someone who wants to maximise the impact of the Partnership, developing relationships as a well-known and well-regarded regional partner and stakeholder in the fields of sustainable transport, sustainable tourism and community involvement.

This post will report to the Head of Programmes & Partnerships and be part of the operational & delivery team based in Wrexham. Operational geographical coverage will include Chester, Shrewsbury & Crewe and will include site visits, rail travel across the region and attending trade fairs as and when required, with the occasional overnight stay.

The role of the Community Rail Officer is a job you can make your own, within the remit laid down by Transport For Wales and the Community Rail Network. The four pillars of community rail are:

1. Providing a voice for the community
2. Promoting sustainable and healthy travel
3. Bringing communities together and supporting diversity and inclusion
4. Supporting social and economic development

Summary of Main Responsibilities

Main Duties & Responsibilities

- Actively engage with Local Authorities, Train Operating Companies, Network Rail, other transport operators, Community Rail Network, 3rd sector organisations, local and regional

economic development and tourism interests, local communities and businesses to deliver outcome-based projects across the region.

- Identify additional sources of funding and manage implementation of schemes that contribute to agreed Community Rail activity plan objectives.
- To encourage community adoption of stations with the aim of enabling improvements to the environment and amenity of local stations and community participation in the development of the railway. Participate in development of railway and specific engagement and promotion of Station Adoption Schemes with transport operators.
- To promote the utility and value of the local network and services at local and regional events, via community-based meetings, and local consultation forum. (what does this mean?)
- To promote local and regional tourism initiatives such as Wales on Rails with the relevant interests, via production of relevant publicity and marketing material
- To work with schools, youth groups and groups on initiatives to promote the railway and rail use and develop local projects that capture this interest, to create increased local rail safety awareness and to work with local communities
- Be a positive advocate for public transport, to implement targeted wellbeing activities and educational experiences for local interest groups by facilitating trips to educate and inform on areas such as rail safety, purposeful journeys and active travel in order for them to consider safe public transport use.
- To manage the day-to-day administration of the Chester, Shrewsbury & Crewe Railway Partnership, including internal and external relations with stakeholders, the public and the media.
- To act as secretariat to support and write reports to the steering group as required.
- Produce regular reports including an annual report featuring social value impact and outcomes.
- To manage and acquire funding for marketing, projects and events associated with the Chester, Shrewsbury & Crewe Railway Partnership.
- Knowledgeable about marketing and communications to create a content plan and manage the partnership's social media and online web presence.

Other Responsibilities

- Work flexibly as part of the team and across teams, including occasional weekend working including supporting some activities jointly with the Community Rail Officers in Wales and the Borders
- Prioritise workload and show initiative to ensure deadlines are met and tasks are carried out effectively.
- Attend and contribute to project and team meetings as required.
- Meet regularly with Transport For Wales and Community Rail Network to collaborate on joint projects
- Ensure the Community Rail Partnership achieves Department for Transport and Welsh Government Accreditation on an annual basis.
- Represent the organisation professionally, to internal and external contacts as requiring

assisting with the promotion of projects and the broader activities of the organisation.

- Ensure all performance measures are accurately recorded, evidenced and submitted to set deadlines.
- Ensure compliance with the organisation's health & safety policy and other established policies and procedures, preparing risk assessment and good health and safety management for activities.
- Be responsible for any equipment used including cleaning and maintenance.
- Any other reasonable duties as may be requested by your line manager.

This is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Ability to lead community development through engaging with public transport, local authorities, local community, industry, and professional bodies • Ability to implement and make recommendations to the Community Rail Development Plan • Must be familiar with the local area 	<ul style="list-style-type: none"> • Knowledge of how the rail industry works • Familiar with public transport in the Community Rail Partnership region • Familiar with social value and social impact
People	<ul style="list-style-type: none"> • Commitment to equality and diversity. • Ability to motivate others. • Ability to explain and train assistants, trainees, volunteers and work placements in work task and duties. 	
Judgement & Initiative	<ul style="list-style-type: none"> • Ability to work on own initiative and lead and work as part of a team. • Confident, enthusiastic and self-motivated. • Ability to plan and prioritise workload effectively to meet set deadlines. • Good organisational skills • Confident and enthusiastic. 	
Communication	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to communicate effectively with the public and volunteers. • Ability to work with individuals at a variety of levels, internally and externally and in a range or organisations. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh.
Resources	<ul style="list-style-type: none"> • Ability to manage a budget, obtain quotes and order project materials and services as directed. • Ability to keep accurate project records. • Ability to record and ensure accurate records of expenditure, including petty cash. 	
Confidentiality	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. 	

	<ul style="list-style-type: none"> • Ability to maintain confidentiality as required. 	
Other	<ul style="list-style-type: none"> • Ability to demonstrate the qualities • ‘Genuine, Reputable, Enterprising, Energising & Needs Driven’ in line with • Groundwork North Wales’ GREEN values. • Full driving licence and use of a vehicle. • Appreciation and understanding of Welsh heritage and culture. 	