

# CRL

Community Rail Lancashire

<b>POST TITLE:</b>	Community Rail Education Development Officer
<b>GRADE :</b>	Grade 8 SCP 31 - 36
<b>SALARY :</b>	£28,221 to £32,233
<b>CAR USER :</b>	Essential
<b>HOURS :</b>	37 hours (Full time)
<b>LOCATION :</b>	CRLs offices at Accrington Railway Station
<b>START DATE:</b>	As soon as possible
<b>RESPONSIBLE TO:</b>	Chair of Community Rail Lancashire Ltd
<b>REPORTING TO:</b>	Chair of Community Rail Lancashire Ltd
<b>STAFF RESPONSIBLE FOR:</b>	None at present
<b>HOLIDAY ENTITLEMENT:</b>	27 days excluding bank holidays

**JOB PURPOSE:** The main objectives to be achieved by the post holder  
The post holder will work with the Community Rail Lancashire Education Team in contributing ideas, planning and delivering the Community Rail education engagement programme linking it to the national curriculum.

The post will also have specific responsibility for working with Northern's Regional, Community and Sustainability Manager (RCSM) in the west of the Northern (Arriva Rail North) operating area as well as the relevant community rail partnerships (CRP), station partnerships and others to assist them in the development of educational engagement packages that are in line with the aims and objectives CRL has agreed with Northern. The post will have a specific focus on the Fylde, in particular the South Fylde line; West Lancashire, in particular the Preston to Ormskirk and Wigan to Southport lines and Preston, the hub for many of CRL's community rail lines. The post will also provide support for CRL's on-going apprentice programme with Northern.

Applications are welcome from all suitably qualified persons. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process (for example, bringing a supporter during the interview) and once in post. Please email Richard Watts at [communityrailancashire1@gmail.com](mailto:communityrailancashire1@gmail.com) to discuss any adjustments you may require.

To apply for this position by post, please print the attached form and post to; Richard Watts, Community Rail Lancashire, Accrington Railway Station, Eagle Street, Accrington, Lancashire, BB5 1LJ or email [communityrailancashire1@gmail.com](mailto:communityrailancashire1@gmail.com).

**MAIN ACTIVITIES: What the postholder will actually do**

- Familiarise themselves with the work of Community Rail Lancashire.
- Familiarise themselves with the content of the CRL education engagement programme, which is currently focused on the early years, key stages 1 & 2,

pupils attending SEND schools and also at level 3 & 4 apprentices.

- To liaise with the Northern RCSM for the west area, relevant CRPs, station partnerships, user groups such as OPSTA and B&FRUA (see note below) and others to agree a programme of school engagement across the west area.
- Contact and visit relevant schools to outline the above programme and seek their involvement in it.
- To plan, manage and deliver educational projects across the Fylde, Preston and West Lancashire areas of the Northern network.
- To contribute to CRLs innovative 'Down the Line' educational website.
- To contribute to CRLs Education Network.
- Contribute towards delivering the importance of rail safety.
- To organise training sessions for CRP officers and others.
- To assist in the development of materials to support other CRPs introduce, develop or expand their educational engagement work.
- To attend regular meetings of the CRL team, including team meetings.
- To attend relevant meetings or conferences relating to your work.
- To deliver presentations locally, regionally and nationally in relation to the development of the educational programme.
- To undertake any other activities at other locations which could reasonably be expected in this role.

Note:

OPSTA – Ormskirk Preston Southport Travellers' Association

B&FRUA – Blackpool & Fylde Rail Users Association

### **Important dates:**

**Closing date: 1200 Friday 7<sup>th</sup> December, 2018**

**Date of interview: Monday 21<sup>st</sup> January, 2019 at CRL's offices at Burnley Manchester Rd station.**

## Person Specification: Community Rail Education Development Officer

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form (AF), interview (I), reference (R), other (specify)
<p><b>Qualifications</b></p> <p>QTS or equivalent. GCSE Grade C or equivalent qualification in English/Literacy and Mathematics/Numeracy.</p>	<p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p>
<p><b>Experience</b></p> <p>Experience of working with pupils in a relevant classroom/service environment for at least 1 year. Experience of using Windows based IT systems. Experience of planning a project Experience of completing funding applications Experience of public speaking</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I/R</p> <p>AF/I</p> <p>AF</p> <p>AF</p>
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Good organisational and time management skills Good administrative skills Knowledge of the National Curriculum Ability to plan and deliver work programmes</p> <p><b>Other</b></p> <p>Commitment to undertake in-service development Commitment to safeguarding and protecting the welfare of children and young people First Aid Certificate Flexible attitude to work and travel Current driving licence Commitment to Health &amp; Safety</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I/R</p> <p>I/R</p> <p>I</p> <p>AF/I/R</p> <p>I/R</p> <p>I/R</p> <p>AF/ I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p> <p>I</p> <p>AF/I</p> <p>AF/I</p>