



<b>Post title:</b>	Community Rail Development Officer
<b>Grade:</b>	Grade 8 SCP 31 – 36
<b>Salary:</b>	£28,785 to £32,878
<b>Car user:</b>	Essential
<b>Hours:</b>	37 hours
<b>Location</b>	CRL's Offices at Accrington Railway Station
<b>Start date:</b>	As soon as possible
<b>Responsible to:</b>	Chair of Community Rail Lancashire
<b>Reporting to:</b>	Chair of Community Rail Lancashire
<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 other Community Rail Development Officers in contributing ideas, planning and delivering community rail projects along the lines covered by Community Rail Lancashire (CRL) and its 4 Community Rail Partnerships (see note a).

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 community based projects. The post will also provide support for CRLs 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 [communityrail Lancashire I@gmail.com](mailto:communityrail Lancashire I@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 [communityrail Lancashire I@gmail.com](mailto:communityrail Lancashire I@gmail.com).

### **Main activities: What the post holder will actually do**

- To work with Community Rail Lancashire (CRL) and the 4 Lancashire Community Rail Partnerships (see note a) to promote, develop and implement the projects set out in their Action Plans through a community based approach.
- To be a catalyst and facilitator working with local communities, local authorities, Northern, Network Rail, businesses and other relevant stakeholders.
- To prepare funding bids to external bodies in support of particular projects.

- To develop and promote the integration of rail services with other transport modes including local bus services, community transport, walking and cycling - working in partnership with relevant providers and local authorities.
- To promote community involvement at stations through the station adoption initiative.
- To ensure all projects are inclusive and reflect the profile of the communities served by the line.
- To develop marketing and promotional materials.
- To work with the education team as required in actively involving children and young people in rail projects and by promoting rail as a safe, healthy environmentally friendly mode of transport.
- Contribute towards delivering the importance of rail safety.
- To prepare regular project updates for the relevant CRPs and CRL including financial updates.
- Prepare articles for CRL's newsletter 'Reading Between The Lines' and items for CRL's websites including [www.communityrail Lancashire.co.uk](http://www.communityrail Lancashire.co.uk) and [www.downtheline.org.uk](http://www.downtheline.org.uk).
- 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.
- Ensure that all work is undertaken in line with CRL's policies and procedures.

**Notes:**

a. The 4 Lancashire CRPs are the East Lancashire CRP, the Clitheroe Line CRP, the West of Lancashire CRP and the South Fylde Line CRP.

**Important dates**

**Closing date: 12:00, 27<sup>th</sup> September 2019**

**Date of interview: 31<sup>st</sup> October 2019**

## 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>5 GCSE Grade C or equivalent qualification including English and Mathematics.</p> <p>2 A levels or equivalent qualifications or NVQ level 4 or equivalent in one or more of the following - economic development, community development, tourism or passenger transport with a community based perspective.</p>	<p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p>
<p><b>Experience</b></p> <p>Experience in the delivery of community based projects.</p> <p>Experience of undertaking project work and developing creative solutions.</p> <p>Experience of developing, implementing, monitoring and reviewing projects.</p> <p>Experience of using Windows based IT systems.</p> <p>Experience of planning a project</p> <p>Experience of completing funding applications</p> <p>Experience of public speaking</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I/R</p> <p>AF/I</p> <p>AF</p> <p>AF</p>

<b>Knowledge/skills/abilities</b>		
Ability to manage budgets	E	AF/I
Ability to establish priorities and plan own work	E	AF/I
Ability to work as part of a team	E	I/R
Good Communications skills	E	I
Good organisational and time management skills	E	AF/I
Good administrative skills	D	I/R
Ability to plan and deliver work programmes	E	AF/I
Ability to develop and prepare funding bids	E	AF/I
Ability to use own initiative and make decisions without reference to the line manager	D	AF/I
<b>Other</b>		
Commitment to undertake in-service development	E	AF/I
First Aid Certificate	D	AF/I
Flexible attitude to work and travel	D	I
Current driving licence	E	I
Commitment to Health & Safety	E	AF/I