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Southeast Communities Rail Partnership CIC

Job Description

LOCATION:	Working from Home
JOB TITLE:	Community Rail Line Officer
HOURS:	35 hours
SALARY:	£23,241.40 per annum
RESPONSIBLE TO:	CR Development Manager
MAIN PURPOSE OF THE JOB:	<p>To connect communities to their railways by:</p> <ul style="list-style-type: none">• establishing a community rail partnership along SWR stations from Reading to Ashford (Middlesex) including stations to Windsor and Eton• promoting the use of the SWR lines for leisure and tourism from Reading to Ashford & Windsor & Eton, by local people and visitors• work with colleagues on North Downs Line to promote Reading to Gatwick line, concentrating on SWR stations.• encouraging the use of the lines as an alternative to private car for leisure, travel to work and other activities.• working with the relevant Steering Group Partners to achieve the partnerships objectives and targets• enhancing station and travelling environments by working with local groups and in co-operation with rail partners



- bring underused station building into use for community groups, businesses, and social enterprises
- support SCRPs to deliver additional pieces of work with stakeholders

KEY TASKS

1. To maintain, service and run the steering groups.
2. To develop actions of the Steering Groups as per the action plan.
3. To develop yearly action plans, publications, promotional material.
4. To engage with the local communities and workplaces to promote the lines.
5. To manage all aspects of the CRPs marketing, including maintaining the website and social media sites.
6. To work with local communities and workplaces to create engagement and participation in the lines.
7. To represent the Steering Groups at local events and meetings.
8. To project manage events and activities in fitting with the action plan.
9. To work in partnership with other organisations to secure funding for projects especially those included in the action plan.
10. To work with the existing officers to assist in delivering the School Education Programme (Go Learn and equivalents).
11. To work with other members of the Southeast Communities Rail Partnership and its volunteers, sharing best practice, knowledge and helping with partnership wide projects.
12. To share information with the Southeast Communities Rail Partnership and members of the Steering Groups.
13. To promote services which meet the needs of local people and businesses.



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14. Working with train operating companies and others to enable provision additional/ improved services along the lines
15. To undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Southeast Communities Rail Partnerships services.
16. To undertake all tasks with reference to the company's policies and procedures, taking special account of its Equal Opportunities & Diversity and Lone Working policies.
17. Undertake any other tasks commensurate with the grading of the post.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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**Sussex Community Rail Partnership CIC.
Person Specification**

**Post Title: Line Officer
Location: Working from Home**

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<p>Understanding of Community Engagement & Participation</p> <p>Partnership working</p> <p>Excellent interpersonal, communication and presentational skills</p> <p>Ability to present information clearly, concisely, and accurately</p> <p>A proven track record in marketing and communications</p> <p>Public representation</p> <p>Performance driven</p>	<p>Understanding of Public Transport</p> <p>Negotiation/Influencing skills</p> <p>Ability to translate policy into workable solutions</p> <p>Development of efficient practices</p> <p>Project Management</p> <p>Ability to interpret and explain complex technical transport information</p> <p>Ability to influence, through evidence-based information</p> <p>Understanding on how the public sector operates</p>	<p>Application, presentation, and Interview</p>
Education & Qualifications	<p>Educated to A – Level or equivalent standard.</p>	<p>Educated to degree level in community, marketing or transport related discipline or demonstration of equivalent experience</p>	<p>Application and Interview</p>



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		ITQ Level 2 or equivalent	
Knowledge	<p>Knowledge of Public Transport</p> <p>Knowledge of Microsoft Word, Excel & Publisher, social media techniques</p>	<p>Knowledge of Local Government</p> <p>Health and safety knowledge</p> <p>Ability to create small scale system of work</p>	Application, presentation and Interview
Experience	<p>Experience of working in a small but complex organisation</p> <p>Experience of producing newsletters, managing websites & social media</p> <p>Experience of providing evidence-based advice to managers and/or members</p> <p>Experience of undertaking Risk Assessments</p> <p>Experience of working with a diverse range of groups and individuals</p>	<p>Experience of securing funding from local councils & grant making trusts</p> <p>Experience of planning and managing events</p>	Application , presentation and Interview
Personal Attributes	<p>Self-motivated with the ability to enthuse and motivate others.</p> <p>Professional and confident manner.</p> <p>Ability to work under pressure and meet deadlines</p> <p>Flexible approach to working hours</p>	<p>Results driven</p> <p>Ability to set & monitor targets</p> <p>Interest in personal and professional development</p> <p>Public Transport User</p>	Application, presentation and Interview

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Registered Office: The Old Rectory, Litlington, Polegate, East Sussex, BN26 5RB
VAT 971 7213 15



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	<p>Ability to manage & undertake multiple tasks & responsibilities</p> <p>Interest in local community development & sustainability</p> <p>A commitment to equal opportunities</p> <p>A commitment to continuous development and improvement, team-working and the highest possible professional standards</p> <p>Car Driver</p> <p>Ability to work from home</p> <p>Customer focussed</p>		
<p>Date (drawn up): 12/04/2021 Reference of Officer(s) drawing up person specifications: Fiona Morton</p>			



TERMS & CONDITIONS

Salary

This post is 35 hr/week salary for this post £23,241.40 per annum. Annual increases subject to operating costs.

Contract

This post is fixed term for a period of 1 year initially, extension subject to project success and operating costs. All new employees will be on probation for their first six months when working for SCRCP.

Performance Management

Southeast Communities Rail Partnership CIC (SCRCP CIC.) uses an annual appraisal and target setting process agreed between postholder and line manager to assess achievement within the role.

Annual Leave Entitlement

The leave year is from 1 January to 31 December and, normally, there will be an expectation that the entitlement will be taken during this period. The annual leave entitlement for this post is 28 days, including 3 days to be taken during Christmas shutdown.

Working Hours

This post is full time, 35 hours a week. SCRCP CIC operates a flexitime system, with core hours being 10.30 - 15.30. Flexitime hours will be negotiated with the Manager on an individual basis subject to any opening hours for users, needs of the service and needs for providing staff cover. Some evening and weekend work will be necessary.

Where work is done in addition to these contractual hours, equivalent time off is allowed, subject to arrangements made with the Manager.

Time Off in Lieu (TOIL) should be taken as soon as possible after the extra time worked.

Employees are required to complete records detailing hours worked, excess hours worked, and TOIL taken, and are required to co-operate with any signing in or out practices as agreed by a recognised trade union.

Travelling on Business

Wherever possible and practical employees are expected to travel by public transport, especially rail, in the performance of their duties.



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Travelling and subsistence allowances for staff away from their workplace on organisation business (not regular travel to work) and out-of-pocket expenses incurred in the performance of duties for the organisation, will be reimbursed according to the agreed SCRP CIC. rates and procedure in operation at the time.

APPOINTMENT DETAILS

Prior to appointment, you will need to complete a health statement. We will also need to receive two satisfactory references from your referees before we can fully confirm your appointment.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. If appointed to this post you will be working with children, young people or vulnerable adults, and you will be required to complete, or already hold, a Disclosure and Barring Service (DBS) enhanced clearance. This disclosure will need to be approved before we can fully confirm your appointment.

Please note that having a Criminal Record does not automatically mean that an offer of appointment will be withdrawn.

Under the Asylum and Immigration Act 1996, you will be required, if appointed, to provide evidence that you are legally entitled to work in this country. Official confirmation of your National Insurance number on a P45, P60, plastic NI number card, former payslip or a letter from HM Revenue & Customs or other Government department will suffice; alternatively, a list of acceptable documents is available on request.

FURTHER INFORMATION

The closing date for this post is **10am on 10th May 2021** and completed application forms should be returned to:

Fiona Morton
Community Rail Development Manager
Southeast Communities Rail Partnership

fiona@southeastcrp.org

Further information about the interview arrangements will be sent to the short-listed candidates.

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Please bring evidence to your interview to show you hold the qualifications required for the post.

If you have any queries about the post or would like to discuss any aspects of the job in more detail, please contact Fiona Morton, Community Rail Development Manager, Southeast Communities Rail Partnership on 07891 556897 or email fiona@southeastcrp.org

APPOINTMENT DETAILS

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We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

If appointed to this post you will on occasion be working with children, young people, or vulnerable adults, and you will be required to complete, an enhanced Criminal Records Bureau Disclosure. This disclosure will need to be approved before we can fully confirm your appointment. Please note that having a Criminal Record does not automatically mean that an offer of appointment will be withdrawn.

Under the Asylum and Immigration Act 1996, you will be required, if appointed, to provide evidence that you are legally entitled to work in this country. Official confirmation of your National Insurance number on a P45, P60, plastic NI number card, former payslip or a letter from HM Revenue & Customs or other Government department will suffice; alternatively, a list of acceptable documents is available on request.