



## Job Profile:

# community rail development officer

**Job Title:**

Community Rail Development Officer

**Employer:**

Gloucestershire Community Rail Partnership CIC

**Responsible to:**

GCRP Directors

**Accountable to:**

The Board of Directors and Steering Group

**Hours of work:**

25 hours a week (Core) with options for additional hours

**Salary:**

£22,000 - £26,000 pro rata

**Closing Date for applications:**

24<sup>th</sup> May 9am

**Purpose of the job:**

In accordance with GCRP's strategic aims, the post holder will be responsible for raising the profile of the Gloucestershire's 9 Railway Stations in the community, and promoting connectivity, sustainable transport, and active travel through community development activities outlined in the current activity plan. Relevant, inclusive and accessible activities developed with the senior management team will be delivered to engage, include and involve the local communities, businesses, councils, and tourism organisations served by Gloucestershire's railway stations. This is an exciting and challenging opportunity for a positive, dynamic, and driven person who is motivated by community development, grass roots action and a hands-on approach to facilitating positive opportunities for the community.

**Principal Responsibilities:**

1. To promote and develop the activities and services at Gloucestershire's nine Railway Stations, through a community-based approach, for the benefit of residents, commuters, visitors and tourists.

2. To promote and develop the stations on the line as active places and support existing Rail User Station groups and Station Adopters whilst encouraging the formation and growth of adoption and volunteer groups.
3. To work closely with the Board and Steering Group to oversee areas of the Activity Plan, including development of the rail services, active travel and integrated transport in Gloucestershire, to further the aims and key projects of the CIC.
4. To deliver the programme of work agreed with the Board and report on progress at weekly team meetings.
5. To assist in the preparation and distribution of promotional materials, reports and studies.
6. To assist in the development and delivery of the CIC's projects.
7. To promote and highlight the work of the CIC in the media and with rail bodies, stakeholders and other interested parties.
8. To support the development of projects with community, schools and leisure groups along the line and with neighbouring community rail partners.
9. To organise and support an annual stakeholder meeting and impact report.
10. To engage young people in Gloucestershire and develop our Youth Transport Forum through youth led sessions and continued youth engagement.
11. To support the Let's Talk Travel project manager with outreach and promotion of the project.
12. To attend and assist in the delivery of essential community consultation meetings as requested.
13. To promote surveys and other engagement tools widely across the County and at local level
14. To work collaboratively with neighbouring Community Rail Partnership officers
15. To work with the CIC's administrative function where needed in the preparation of key documentation (e.g. risk assessments, project specific policies etc)



### **Applicant's skills and competencies:**

1. Confident in supporting local communities and their development with experience in the engagement of marginalised and underrepresented groups.
2. Familiar with taking a multi stakeholder approach in order to establish and develop working relationships with representatives from public, private and voluntary organisations.
3. Experienced in progressing and delivering community-based projects by organising time, outreach and resources effectively.
4. Enjoys a varied working environment including working at stations, in the community and from an office base.
5. Enjoys working as a member of the team whilst being self-motivated and able to use own initiative.
6. Ability to communicate inclusively and appropriately.
7. Competent budget management skills
8. Confident use of information technology, with a working knowledge of document, spreadsheet and presentation software and forms of electronic media would also be preferable.
9. Confident creating relevant posts to share on social media platforms including Facebook, LinkedIn and Instagram
10. An interest in rail and sustainable travel is helpful but not essential.

### **GCRP - Aims**

#### **OUR MAIN AIM**

**To develop an accredited, sustainable community rail partnership for Gloucestershire by putting the region on the map through community engagement, public transport integration, station development activities, visitor experiences and travel promotion.**

Supported by key objectives matching DfT, rail operator, local authority and community agency requirements. All CIC activities will be underpinned by primary economic, social and wellbeing focus to benefit communities and visitors served by railway stations in Gloucestershire.

Supporting Aims



- To contribute positively to the visitor experience and the long-term economic sustainability of Gloucestershire
- To improve accessibility to public transport for all
- To improve the integration of transport through sustainable modes of transport
- To increase ridership profile and community involvement at all Gloucestershire's railway stations
- To provide community insight to shape future proposals for rail investment and services in the County.

### **Additional Information.**

#### Location:

The CIC's work base is at our Stroud office.

There may be scope for working from home on certain aspects of the role. A laptop computer will be provided for business use. The candidate should be resident within Gloucestershire.

#### Line Management:

The Community Rail Development Officer will report to the Directors of the CIC.

#### Working Hours:

25 hours A degree of flexibility will be required with possible evening and weekend work - notice will be given for this, together with travel by train and motor vehicle. Attendance at weekly management meeting with some flexibility outside office but with advance notice. A GWR pass will be provided for rail travel on community rail business in the region.

#### Contract:

This is a part-time position, initially for two years and includes a probationary period of three months from appointment. There is the possibility for the extension of the contract, subject to funding.

#### Training and Development:

A detailed mentoring and training plan will be put in place with the Community Rail Partnership and Train Operators to induct and support the successful applicant.

#### Timeline :

- Advertise Role - May 6th to May 23rd
- Selection process 23rd to 26th May
- Invitation to interview sent by May 27th
- Interview week of 31st May
- Start date estimated for July 1st but according to notice periods required