



incorporating TransWiltshire Community Rail Partnership

TransWiltshire Community Rail Partnership (CRP) Chairperson Role Description & Person Specification

The Chairperson of the TransWiltshire **CRP** has a strategic role to play in representing the vision and purpose of the partnership. They ensure the management committee / steering group functions properly, all relevant matters are discussed, effective decisions made and carried out and there is full participation at meetings.

The Chairperson will:

Ensure the management committee / steering group functions properly:

- To plan meeting agendas and ensure meetings are run in accordance with the governing document or Terms of Reference
- To ensure meeting matters are dealt with in an orderly, efficient manner, actions are taken, carefully considered decisions are made and to arrange for accurate minutes to be recorded
- To bring impartiality and objectivity to meetings
- To facilitate change and address conflict within the board
- To review governance performance and skills
- To ensure the group has representation from all partners and communities covered

Ensure the organisation / line group is managed effectively:

- To liaise with the head of staff / CRPO to keep an overview of the organisation's affairs
- To co-ordinate the steering group / committee to ensure responsibilities for aspects of management (e.g., governance, personnel, finances etc) are met and specialist expertise employed as required
- To have oversight of the CRP budget and ensure funds are used wisely to meet the aims of the CRP
- To facilitate change and address conflict within the organisation
- To ensure the CRP / line group is meeting its contractual obligations with funding partners and to seek to ensure funding is sufficient to meet the outgoings of the CRP

Provide support and supervision to staff (and volunteers if appropriate):

- To directly line manage the head of staff / CRPO / volunteers within the organisation
- To sit on appointment and final appeal grievance panels, as appropriate
- To ensure the CRP Code of Conduct is always being adhered to
- But to **NOT** get involved in day-to-day management of CRP projects or activities that are within the clearly defined role description of the CRPO

Represent the organisation:

- To act as a figurehead and effectively communicate the vision and purpose of the organisation to external partners in the rail industry, public sector bodies and the media
- To advocate for and represent the organisation at external meetings and events
- To be aware of current issues in rail and local communities that might affect the organisation

Exhibit the qualities and skills required to lead the CRP, as follows:

- Proven leadership skills and a willingness to lead this partnership
- Commitment to attend and give full attention to meetings and matters of partnership business
- An interest and/or knowledge of the rail industry, community development and sustainable travel
- Good communication and interpersonal skills

- Impartiality, fairness, and the ability to respect confidences
- Ability to ensure decisions are taken and then actions followed-up
- Good time-keeping
- Possess qualities of tact and diplomacy
- Understanding of the roles/responsibilities of a management committee
- Experience of organisational and people management

Time Commitment: The role of Chair requires an estimated commitment of 7-10 hours per month.

For more information or to apply for the position, please email your CV and supporting letter to our Community Rail Partnership Officer Sophie Martin, sophie@transwiltts.org or our current Chair Paul Johnson, pauljohnson@transwiltts.org.