

## **Job Description**

<b>Job Title:</b>	Community Rail Partnership Officer
<b>Directorate:</b>	Housing, Development & Growth
<b>Section:</b>	Transport Policy and Planning
<b>Responsible to</b>	Team Manager, Transport Policy & Planning
<b>Responsible for</b>	Station adoption volunteers
<b>Grade</b>	Level 9

### **Job Purpose**

To develop and promote the Crewe-Stoke-Derby Designated Community Rail route working for the North Staffordshire Community Rail Partnership (NSCRP).

### **Key Duties / Responsibilities**

1. Develop and deliver, with partners where appropriate, an annual action plan for the NSCRP that will improve and promote the Crewe-Stoke-Derby Designated Community Rail route for passengers
2. To actively recruit and support station adoption volunteers for all out stations on the route and manage the volunteers' activities, ensuring health & safety training and any other development needs are met, including individual induction to the role (including health and safety brief), on the job coaching/training, and facilitate volunteers' station improvement projects
3. To engage additional community support from a wide variety of agencies and then manage community-based projects and events to improve out stations on the route
4. To identify funding bodies (national and local), write and submit bids for station improvement / rail service improvement projects for the route and manage the projects
5. To develop and deliver a communication and marketing strategy and deliver and press campaigns to promote use of the route
6. Act as Press Officer for the NSCRP, proactively writing and distributing press releases, responding to press enquiries, including press interviews where appropriate and overseeing the maintenance and updating of the website
7. Plan and evaluate community engagement activities to enable projects to improve stations on the route and work with a variety of partners besides the train operator (i.e. British Transport Police, schools, local councils, local businesses and Network Rail) to deliver these projects
8. Manage the NSCRP budget, including securing annual contributions from NSCRP partners
9. Manage and evaluate station improvement projects, including capital projects

10. On behalf of the NSCRP respond to relevant national rail consultations that effect the route including Network Rail Route Utilisation Strategies, timetable consultations and franchise consultations
11. Write detailed reports on the progress of the action plan and present these monthly to the train operator, bi-monthly to the NSCRP Management Group and annually to the DfT Community Rail Strategy Team
12. Write reports and briefing papers for the DfT Community Rail Team, train operator and other partners to share good practice on community rail, including an annual progress report for the NSCRP
13. Represent the NSCRP at national and local community rail and stakeholder events and conferences and deliver presentations to share learning and good practice on community rail
14. Encourage more integration of the route with bus services and work with colleagues at all local authority funding partners to improve walking and cycling to stations on the route



City of

**Stoke-on-Trent**

# Person Specification

**Job Title:** Community Rail Partnership Officer  
**Directorate:** Housing, Development & Growth  
**Section:** Transport Policy and Planning

**Minimum Essential Requirements** - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Educated to degree level or equivalent in a relevant subject	✓		✓
Demonstrate a working knowledge of UK rail industry and transport policy	✓		✓
Demonstrate an ability to use standard computer packages such as Word, Excel and PowerPoint	✓		✓
Hold a full driving licence for ease of travel to out stations and across the area of the route	✓		✓
Experience in working with in partnership with a range of agencies to develop projects	✓		✓
Experience in recruiting and managing volunteers essential	✓		✓
Experience in working with and engaging the community	✓		✓
Experience in successfully managing and delivering projects	✓		✓
Experience in marketing and press communications	✓		✓
Excellent oral and written communication skills and confident presenter	✓		✓
Ability to write detailed reports	✓		✓
Good interpersonal, networking and negotiation skills	✓		✓
Ability to manage a budget	✓		✓
Ability to organise workload and prioritise effectively	✓		✓
Ability to work on own initiative	✓		✓
Good team player who can work across boundaries	✓		✓
A "can do" attitude	✓		✓
Excellent facilitator with ability to encourage, motivate and retain volunteers	✓		✓

## Conditions of Service



City of  
**Stoke-on-Trent**

<b>Job Title:</b>	Community Rail Partnership Officer
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<b>Grade:</b>	Level 9
<b>Salary:</b>	£22,929.88 - £24,767.92

**Duration:** This is a permanent post

**Working Hours:** The normal standard working arrangements will be based on a 25 hour week, working over five days between normal office hours. However, there may be flexibility in these arrangements. For more information please refer to the Flexible Working Policy.

**Annual Leave Entitlement:** You will be entitled to 28 days annual leave rising to 33 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

**Sickness Absence:** This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

**Pension Provisions:** For occupational pension purposes you will have the choice of:-

- a. Joining or continuing in the Local Government Pension Scheme.
- b. Arranging your own personal pension provision approved by the Inland Revenue.

**Business Mileage:** If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

**Notice Period:** Your notice period will be dependent upon the grade of the post and your continuous service.

**Probation Period:** New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

**Equal Opportunities Monitoring:** New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

**Medical Examination:** Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

**Clothing and Uniforms:** You must wear protective clothing/uniforms that may be issued to you.

**Asylum and Immigration:** According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

**Trade Unions:** As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

**Other Conditions of Service:** Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.