



West Somerset Railway Association

The Railway Station, Bishops Lydeard, Taunton TA4 3BX

<https://wsra.org.uk>

Community Engagement Co-ordinator – Job Description

We are seeking a part-time (18 hours per week) Community Engagement Co-ordinator to benefit the local community by enhancing the social, cultural and environmental heritage of the railway.

Job Title: WSRA Community Engagement Co-ordinator

Location: The West Somerset Railway (Bishops Lydeard Station)

Reports to: WSRA lead Trustee for Community Engagement

Normal Working Hours: 18 hours per week, flexible to suit the needs of the role and the applicant.

Contract: 6 months fixed term - this may be extended subject to the WSRA securing further funding for the role.

Salary: £11,250 - £12,636 (£25,000 - £28,080 pro rata)

Overall Job Purpose

To establish and develop links with local communities, stakeholders and organisations and deliver railway related events and activities for the benefit of the community. The initial task will be to work with our established partners to deliver community walks, centred around the West Somerset Railway and to develop the railway's own self-guided well-being walks. To include the development and commissioning of heritage notice boards at each station.

Key Relationships

Reporting to the WSRA lead Trustee for Community Engagement, you will work closely with the communities on the West Somerset Railway, especially volunteers running the 9 stations. You will also develop and grow functional links with individuals and organisations in the local community in order to promote and develop joint activities. The role will ultimately report to the WSRA General Manager.

Travel

The role involves regular travel across West Somerset. Where possible this should be on the trains, but a clean driving licence and access to a car, appropriately insured for business use, is a requirement of the role. Travel expenses will be paid in accordance with the WSRA Expenses Policy.

Person Specification

- Experience of engaging and supporting people to work together
- Interpersonal skills to engage with a diverse variety of audiences
- Experience of working with communities in a charity setting (desirable)
- Excellent planning, time and project management skills

- Strong IT skills
- The ability to be administratively self-sufficient.
- Experience of managing volunteers and working in a volunteer led environment (desirable)
- Ability to motivate voluntary activity from existing and prospective communities and individuals
- A track record of running successful projects
- Experience of working across a number of sites (desirable)
- Awareness of, or willingness to learn, the legal frameworks for voluntary activity (desirable)
- Awareness of and an understanding of Safeguarding
- An ability to develop new projects
- Ability and willingness to contribute to funding bids (desirable)
- Knowledge of the Heritage Railway sector (desirable)

To apply submit a CV with a short covering letter (maximum 2 sides A4) explaining how your skills and experience equip you to fulfil the role of Community Engagement Co-ordinator and what you could bring to the role. Applications by post including a contact telephone number (Diana Ricketts-Tanner at the above address) or email (diana.ricketts-tanner@wsra.org.uk) closing date midnight Friday 19th May 2023.

Candidates who appear to best meet the person specification criteria will be invited to interview in person.