

East Suffolk Lines Community Rail Partnership



CRP OFFICER JOB SPECIFICATION

Job Title

Community Rail Partnership Officer

Hours

30 hours per week, which will include evening and weekend working, when necessary.

Period of Employment

Permanent Contract

Salary

£19,992 per annum, plus expenses.

Location

To be negotiated. Home working can be facilitated.

Main Job Purpose

- To manage and input to the Action Plans agreed by the East Suffolk Lines CRP Board and work with partners to implement them.
- To facilitate delivery following decisions of the CRP Board and CRP Project Teams.
- To identify and secure additional sources of funding for the activities of the East Suffolk Lines CRP.
- To work with Community Rail Partners to maximize passenger benefits within the County to achieve increased passenger satisfaction and rail patronage.

Statement of Responsibilities

- To work with the CRP Board, Line Groups and Infrastructure Project Teams to implement the funded annual action plan.
- To draw up funded annual action plans for the East Suffolk Lines
- To take the lead in managing delivery of projects within the agreed annual action plan, on time and within budget.
- To maintain an effective dialogue with all funding, strategic and community partners to encourage the development of innovative ideas for the development of the two rail lines (Ipswich – Lowestoft, and Ipswich – Felixstowe) to meet national Community Rail Strategy objectives.
- To encourage the three Line Groups to secure greater involvement of communities within the catchment area of the rail lines and to promote the use of rail in their locality.
- To identify and secure new funding partners willing to be involved in the work of East Suffolk Lines CRP.
- To identify opportunities to improve facilities and services along the rail lines by engaging, on behalf of the East Suffolk Lines Community Rail Partnership, in strategic consultations and debates relating to the development of the area served by the lines.
- To provide reports and monitoring information for the East Suffolk Lines CRP Board, Line Groups and Project Teams.
- To assist the Chairman/Vice-Chairman of the East Suffolk Lines Board in preparing and administering meetings.

Important Work Relationships

Who	How often	Purpose
CRP Board	Every 3 months	Updates on progress of Action Plan, promotional opportunities, administration etc.
CRP Board Chairman (Line Manager)	Regularly, as required	Reference to Chairman on strategic issues. Support leading up to and as a result of AGM and Board meetings. 1-to-1 meetings to discuss progress.
CRP Line Groups (3 in number)	<i>ad hoc</i>	To take minutes at Line Group meetings. Provide information and support for decision making follow-up.
Infrastructure Project Team	<i>ad hoc</i>	Provide information and support for decision making and follow-up.
Promotion and Marketing Project Team	<i>ad hoc</i>	Provide information and support for decision making and follow-up.
Community Rail Norfolk	Monthly	Sharing of ideas and exploring / agreeing practical delivery mechanisms.
Greater Anglia, the current train operating company (TOC) managers and officers	Regularly (at and between Line Group and Project Team meetings)	<ul style="list-style-type: none"> • Obtaining TOC consents and input to projects. • Liaison with local manager to ensure the effective deployment of local volunteers. • Attendance at TOC Community Rail events.
Local Authority managers and officers	Regularly (at and between Line Group and Project Team meetings)	<ul style="list-style-type: none"> • Review and discussion of funding opportunities and exploring options for joint working. • Facilitating project delivery.
Station Adopters	Regularly (at and between Line Group meetings)	<ul style="list-style-type: none"> • Support in conjunction with local TOC manager. • Sharing of best practice.
Local community partners: <ul style="list-style-type: none"> • town and parish councils • public transport user groups • local businesses • local bus and community transport operators • voluntary, youth and community groups • other groups or individuals who support the aims and objectives of the partnership 	<i>ad hoc</i>	<ul style="list-style-type: none"> • Establish and maintain closer working relationships between CRP and the local community. • Explore options for collaborative working and external funding for the ESLCRP.
The wider community rail family: other CRPs, ACoRP, DfT, Network Rail	At least twice a year	<ul style="list-style-type: none"> • Keeping abreast of developments and good practice. • Promoting the values and achievements of ESLCRP. • Sharing information and best practice in particular on the one station that is also covered by the Wherry Lines CRP (Lowestoft)

Skills, Knowledge, Experience, Competencies, Qualifications

Skills	Good communicator Effective negotiator Self-motivation	Essential Preferred Essential
Knowledge	Community Rail Strategy Local geography and local community issues Background to rail industry	Preferred Preferred <i>Not essential</i>
Experience	Community development Partnership projects	Preferred Essential
Competencies	Project management Financial planning and management IT competency	Essential Essential Essential
Qualifications	Good general level of education Degree	Essential <i>Not essential if experience and competencies proven</i>