

**WENSLEYDALE RAILWAY ASSOCIATION (TRUST) LTD**

**JOB DESCRIPTION**

**Community Engagement Officer - Leeming Bar HLF Project (0.8fte)**

**£21,100 pa (£26,400 ft/pa with annual increments to £28,200ft/pa)**

**Location: Leeming Bar Station**

**ACCOUNTABLE TO: Leeming Bar Station House Project Manager**

**JOB PURPOSE: Stakeholder and community engagement, education and heritage programme development and delivery**

The Wensleydale Railway has secured funding from the HLF to restore the Victorian Station at Leeming Bar and to deliver a programme of engagement with stakeholders. A part-time Community Engagement Officer will lead on stakeholder engagement with local schools, specialist interest groups, community groups and visitors to the Wensleydale Railway.

The post is part-time (0.8fte) and a fixed term contract until April 2022 inclusive.

**RESPONSIBILITIES/ACCOUNTABILITIES:**

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| **Responsibilities**  **STAGE 1**  **Development Phase** | **Including:** |
| Identify and engage with stakeholders | * you will be responsible for the identification and engagement of stakeholders including local schools, youth groups, community groups, specialist interest groups and relevant national bodies; * represent and influence stakeholders in the delivery of the project; and * establish with stakeholders a range of programmes to be developed delivered from and at Leeming Bar Station in Stage 2. |
| Develop an educational and heritage programme framework | * using available literature and archival records relating to Leeming Bar Station you will produce a summary of its story over the period 1848 to 1990; and * building on the learning from the Scruton Heritage and Education Programme you will develop and test programmes that bring to life the story of the station for a range of audiences and partners |
| Support the conservation and restoration elements of the project | * you will support the project manager, informing the internal fitting out of the Station House building to reflect how it might have been when operational and in a way that will facilitate access by a range of audiences |
| **Responsibilities**  **STAGE 2**  **Delivery Phase** | **Including:** |
| You will lead on the delivery and evaluation of the heritage and education delivery plan | * deliver the plan developed during Stage 1 of the programme; * report on outcomes and outputs of the programme to Trustees and the funding providers; * make adjustments to the delivery programme as may be required; * control expenditure within budgets and ensure compliance with WR finance and procurement procedures; * manage contractors, artists and freelancers involved in the programme; * monitor, document and evaluate the effectiveness of the programmes, producing reports covering these for Trustees and stakeholders; and * disseminate the evaluation and learning from the programmes to a wider audience. |
| Maintain the engagement of stakeholders in delivering a range of heritage educational programmes that focus on the story of Leeming Bar Station | * you will be responsible for delivery of the heritage and education programmes to local schools, youth groups, community groups, and specialist interest groups; * represent, and engage stakeholders in the delivery of the project; and * monitor and evaluate the value and effectiveness of stakeholder engagement |
| Lead on the promotion of the Railway’s heritage and educational offers | * you will work as part of the WR Management Team in promoting the Railway and its heritage and educational offer; * produce regular programme updates for inclusion on the WR Website, social media, Rail Link, Relay magazine and through press and media releases; and * produce leaflets and fliers promoting the heritage offer and celebrating the contribution of the funding providers. |
| Support the conservation and restoration elements of the project | * you will support the Project Manager, informing the internal fitting out of the Station House. |
| Encourage volunteering | * working alongside the Volunteer Co-ordinator you will recruit volunteers to the heritage and education programme; * oversee the training of these volunteers; and * work with local organisations to encourage their long term engagement with the programme. |
| Safeguarding | * Contribute to the safeguarding of vulnerable people and to alert the General Manager where potential abuse is identified |
| Report on outcomes | * Undertake continuous monitoring throughout the duration of the programme, recording and reporting accurately * Provide reports for the WRA(T), WR plc and to the HLF as required |
| Team Working | * Work as a member of the project team |
| Communication | * Communicate effectively with outside organisations * Communicate effectively with the Project Manager, General Manager, colleagues, and partner agencies * Contribute to written and other records, as appropriate. |
| Learning & Development | * Undertake required training and qualifications and take responsibility for own learning and development in conjunction with line manager |
| Quality/Standards | * Work in accordance with the Railway’s policies and procedures * Adhere to safe working practices and Health and Safety requirements. * Operate within the Railway’s risk management framework. |
| Confidentiality | * Respect and maintain peoples’ rights to privacy and confidentiality. |
| Equalities | * The Railway requires a commitment to equity of access and outcomes, this will include due regard to Equality & Diversity, Dignity & Respect, Human Rights and working with others to keep vulnerable individuals safe from abuse and mistreatment. * The Railway requires that all staff offer the best level of service to all those who have contact with the railway and behave in a way that gives them confidence. All people will be treated as individuals, with respect for their diversity, culture and values. |
| Health and Safety | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. |
| General | * Whilst this job description provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the Railway’s policies, procedures and ethos. |

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the Wensleydale Railway’s policies and supporting documentation in respect of these issues.

6th January 2020

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **Qualifications & Training**   * A professional qualification related to heritage conservation and management * A further degree or professional qualification in museum studies, heritage management or equivalent * A management qualification | √ | √  √ | Application form |
| **Experience**   * Able to evidence at least 5 years of relevant employment in the heritage/engagement sector | √ |  | Application form, references |
| **Skills**  **Communication**   * able to communicate clearly and effectively with professionals, members of the public, children and young people as necessary * able to communicate clearly and concisely in writing using language which is understandable to the reader * Able to read and understand project and business plans, complete records and provide performance reports both in writing and orally   **Numeracy**   * Have good numeracy skills, and be able to deal competently with spreadsheets   **Interpersonal Skills**   * Able to relate well to different individuals including volunteers and stakeholders   **Organisation**   * Able to self direct and motivate work on own initiative * Able to prioritise own workload and direct others   **Initiative and problem-solving**   * Able to solve programme development and delivery issues * Able to suggest and implement programme changes that may be required   **Team Work**   * Able to work with others in a team, share skills, knowledge and experience in working towards common goals | √  √  √  √  √  √  √  √  √  √ |  | Interview, references |
| **Knowledge base**:   * Knowledge of children, young people and adult safeguarding issues * Working knowledge of use of equipment such as hoists, wheelchairs, lifelines and other assistive technology * Have a working knowledge of local community resources * Knowledge and understanding of how Equality & Diversity, Dignity & Respect, and Human Rights will apply to this role.   **ICT Skills**   * Basic ICT skills including Word Processor applications, and social media,   **Risk Assessment/ Health & Safety**   * Able to contribute to day to day risk assessment and Railway practice. * Able to identify environmental and personal risks to people visiting the Railway | √  √  √  √ | √  √  √ | CV, references, interview |
| **Personal Qualities**   * Full current driving licence * ability to travel across the county and neighbouring districts * ability to work flexible hours including weekends and evenings. | √  √  √ |  | Documentary evidence |

November 2019