Abbey Line Community Rail Partnership Officer
21 hours/week
Salary £25,694 pro rata (SCP 29)

Do you want to play a key role in securing the long-term future of a vital branch line with over 150 years of history? Can you enthuse local people and communities to use and become involved in their railway?

The Abbey Line Community Rail Partnership (CRP), one of the first CRPs to be established in the country (in 2005), is seeking a new Officer to provide day to day management and delivery of its work programme. As the CRP’s only dedicated member of staff, you will be a self-starter, able to act on your own initiative in developing and delivering projects in liaison with key stakeholders. You will need some relevant experience including a track record in project delivery, although equally important will be your communication, partnership working and organisational skills.

The hosting of the Abbey Line CRP has just been taken over from Hertfordshire County Council by BRCC, a Bedfordshire-based charity that already hosts the nearby Marston Vale Community Rail Partnership, so the Officer will receive expert guidance and support.

The post is due to be based at Watford Junction station, although there may be scope to negotiate a base in St Albans depending on the preferred location of the successful candidate. The ability to travel independently around the area, as well as occasionally to BRCC’s head office near Bedford, is essential.

Outline terms and conditions
1. Period: permanent contract
2. Working hours: 21 hours/week (1092 hours per annum)
3. Place of work: Watford Junction station
4. Salary: £15,416 per annum (£25,694 pro rata)
5. Expenses: Mileage is paid at 45p/mile for car users
6. Holidays: 139 hours per annum, inclusive of all Public Holidays
7. Line management: the post reports to the Transport Team Leader

Recruitment Process
To apply, please complete the application form and separate Equal Opportunities monitoring form and email them to Neville Jephcote at nevillej@bedsrcc.org.uk, or send by post to BRCC, The Old School, Cardington, Bedford MK44 3SX. The Job Description and Person Specification for the role are below.

The application deadline is Friday 22nd July 2016 at 9am. Shortlisted candidates will be invited to an interview on Tuesday 26th July (although there may be some scope to offer an alternative date if necessary).

For an informal chat about the post, please contact Neville on 01234 832615.
About the Abbey Line Community Rail Partnership

Introduction and Background

The Abbey Line is a six and a half mile rural branch line running between Watford Junction and St Albans Abbey stations. There are seven stations, which are all unstaffed except for Watford Junction. The line is used predominantly by commuters at peak times, many of whom make onward connections to and from London, for education and leisure use.

Community Rail Partnerships (CRPs) were developed as part of the Government’s Community Rail Development Strategy to act as a bridge between the railway and local communities, with the aim of increasing rail use and supporting social and economic development. In 2005, the Abbey Line became one of the first to be designated as a Community Rail Line by the Government, one of 7 pilot routes across the country.

The Association of Community Rail Partnerships (ACORP), the national umbrella body, now has nearly 50 CRPs in membership, representing over 80 designated community rail lines across the UK.

Aims and Objectives

Aims

• To help secure the long term future of the Abbey Line CRP through a community-based partnership approach.
• To help link the railway more strongly with the communities it serves, and contribute to their economic, social and environmental well-being
• To reduce road congestion in the area by enhancing the role of the local railway in delivering local and sustainable transport solutions.
• To deliver environmental benefits associated with a railway and reduced car usage.

Objectives

• To bring together a wide range of people from the local community, businesses, local government, railways, tourism and conservation to raise the profile of the Line.
• Through effective marketing, promote and increase rail travel on the line.
• To engage with the local community to raise awareness of the opportunity for community involvement in the railway through station adoption.
• To develop and improve links between rail and other forms of transport, including walking, cycling, buses and cars (park & ride).
• To develop projects that enhance station environments for local people and encourages the use of rail and which contributes to the social and economic life of the area.

Organisational structure

The CRP is an unincorporated association. The governing document is its constitution.
Membership and governance

The Abbey Line Community Rail Partnership has a well-established Steering Group, which has responsibility for setting the strategic vision, direction and objectives for the Abbey Line CRP, which the Officer must deliver. The Steering Group meet on a quarterly basis and holds an AGM, usually in June each year which is open to the public. The Chair person is currently elected at the AGM.

Membership of the Steering Group includes representatives from the Local Authority, district, borough and local parish councils served by the Abbey Line CRP, rail industry partners and other groups with an interest as follows:

- London Midland
- Hertfordshire County Council
- Watford Borough Council
- St Stephen Parish Council
- St Albans City and District Council
- Network Rail
- Abfly Rail User Group
- BRE (Building Research Establishment)
- CAMRA South Hertfordshire branch
- DfT representative (attends as an observer)

Funding

The CRP is funded annually by local authorities as well as the train operator London Midland. The partnership also holds a significant level of accrued funds that can cover any shortfall in funding over the next 3 years.

Community Rail Awards

The Abbey Line Community Rail Partnership attained recognition at the 2014 Community Rail Awards, winning three out of four of its community projects shortlisted for awards. In 2015, the CRP was awarded 2nd Place for community art (permanent) for St Albans Abbey Station gateway and third place for best marketing campaign for the launch of the Abbey Line Trail against strong competition.

About BRCC

Bedfordshire Rural Communities Charity (bedsrc.org.uk) is the leading community development agency working across and around Bedfordshire, with a proven track record built up over 60 years. BRCC serves as the Rural Community Council (RCC) for Bedfordshire, one of 38 RCCs in England working together under their national umbrella body, ACRE.

BRCC has just been awarded the contract to host the Abbey Line CRP over the next 3 years. BRCC has hosted the Marston Vale Community Rail Partnership (www.marstonvalecommunityrail.org.uk) since its formation in 2006, so has extensive experience of CRPs and working with the franchisee London Midland.
Abbey Line Community Rail Partnership Officer

Job Description

Job purpose

The CRP Officer manages the day to day operation of the Abbey Line Community Rail Partnership, hosted by BRCC. The post is line-managed by the Transport Team Leader and reports to the Abbey Line CRP steering group.

Job responsibilities

Abbey Line CRP

- Promote the Abbey Line Community Rail Partnership and encourage participation by rail industry partners, local authorities, rail users and community groups
- Organise and promote activities to raise the profile of the Abbey Line and increase passenger numbers, including developing links with schools along the Line
- Identify, plan and deliver projects to engage local communities and help improve the ambience, accessibility and security of the stations along the line, in liaison with relevant stakeholders
- Develop ways of integrating the railway with other forms of transport in the area, including bus services, community transport, cycling and walking
- Draw up and deliver the annual Designated Line Plan for the Abbey Line, and provide comprehensive reports on activities to the steering group
- Recruit and manage volunteers on behalf of the Partnership as required
- Manage the CRP website, social media accounts and other communications
- Represent the CRP at meetings with transport operators, voluntary and other organisations, statutory authorities and the general public
- Organise, and provide the secretariat for, steering group meetings
- Participate in ACoRP activities and any other relevant networks

General

- Actively pursue self-development, identifying training and Continuing Professional Development needs and potential solutions
- Adhere to BRCC’s policies and procedures at all times
- Undertake other duties as may reasonably be requested
## Person Specification

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<th>Essential attributes</th>
<th>Desirable attributes</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>Qualified to Level 5 (Intermediate Higher Education or equivalent) or similar demonstrable level of ability</td>
<td>Qualified in relevant discipline, e.g. transport, community development</td>
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<td><strong>Experience</strong></td>
<td>A minimum of 3 years working in a transport and/or community development environment Demonstrable track record of successful project delivery and achievement of objectives in liaison with partners</td>
<td>Working in the community transport or rail sector Practical experience of preparing/submitting funding bids</td>
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<td><strong>Skills</strong></td>
<td>Effective written and oral communication skills Ability to prioritise and juggle multiple priorities Partnership working Reasonable level of IT literacy</td>
<td>Negotiation skills Marketing skills</td>
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<td><strong>Knowledge</strong></td>
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<td>Understanding of the UK rail industry, and how it is structured and financed How to engage local communities</td>
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<td><strong>Personal qualities</strong></td>
<td>Organised, methodical and logical approach Ability to work with minimal supervision High attention to detail / accuracy Energy and enthusiasm</td>
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<td><strong>Other</strong></td>
<td>Able to travel independently within Hertfordshire as required Prepared to work occasional weekends and/ or evenings</td>
<td>Own vehicle and full driving licence First Aid at Work certificate</td>
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