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**Community Rail Development Officer Post – an overview (March 2020)**

The Bolton and South Lancashire CRP is one of the newest community rail partnerships (CRPs) in the UK, having been formed in 2019. The official launch was on November 27th. It is core funded by Northern Trains, CrossCountry, Bolton at Home, Avanti West Coast and CrossCountry, with additional project funding provided by Network Rail, Transport for Greater Manchester and, TransPennine Express.

It gained full accreditation from the Department for Transport in January 2020. We are members of the Community Rail Network (formerly the Association of Community Rail Partnerships – ACoRP) and Bolton Community and Voluntary Services. Our work is guided by the Government’s Community Rail Development Strategy (see below).

Our CRP grew out of the success of Bolton Station Community Partnership (covering Bolton station only) which is now a core constituent member of the CRP, along with other stakeholders including the above, plus community groups including Bolton Hindu Forum, On the Out, Bolton Rail Users Group and others. We have a reciprocal membership with Community Rail Lancashire.

Currently, the CRP is an unincorporated voluntary organisation but we are in the process of becoming a company limited by guarantee.

**Area covered:**

The CRP covers the following routes:

* Bolton – Manchester Piccadilly/Victoria
* Bolton – Bromley Cross (linking with Community Rail Lancashire)
* Bolton – Wigan
* Bolton –Preston

**The core objectives of the CRP include the following activities:**

* develop a programme of social outreach especially with marginalised communities within the CRP area;
* promote active involvement of young people in appropriate areas, particularly the arts
* develop a programme of educational engagement working closely with partner organisations across the area served by the CRP
* promote the formation and development of station partnerships/friends groups and provide assistance to existing partnerships
* promote the railway and wider industrial and social heritage of the CRP area;
* encourage regeneration, sustainable development; and accessibility in the communities covered by the CRP
* promote sustainable integrated transport

Website

As a new organisation we are in the process of creating a website – [www.communityrailbolton.org.uk](http://www.communityrailbolton.org.uk). We hope it will be up and running by April

**Officers:**

Chair – Paul Salveson  
Secretary: Julie Levy  
Treasurer: Richard Walker

**The Development Officer Post**

We attach a full job description and application form. Please note the deadline for applications (April 3rd). **If you want an informal discussion about the job, you are very welcome to contact the CRP chair, Paul Salveson on 07795 008691** or email paul.salveson@myphone.coop

We would strongly recommend you look at the website of our national federation, the Community Rail Network (formerly the Association of Community Rail Partnerships) which contains a wealth of information about community rail activities and examples of good practice. https://communityrail.org.uk/

The Department for Transport’s Community Rail Development Strategy provides a framework for our activities. The Strategy can be downloaded here:

https://www.gov.uk/government/publications/community-rail-development-strategy

**Bolton and South Lancashire Community Rail Partnership**

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| **POST TITLE:** Community Rail Development Officer |
| **ORGANISATION:** Bolton & South Lancs Community Rail Partnership |
| **SALARY:** £26,317 per annum (2 yrs fixed term) |
| **CAR USER :** Desirable but not essential |
| **HOURS :** 35 hours per week |
| **LOCATION :** Bolton Railway Station and CRP area |
| **START DATE:** As soon as possible after April 1st 2020 |
| **RESPONSIBLE TO:** Chair of Bolton &SL CRP (BASLCRP) |
| **EMPLOYING BODY:** Bolton Community and Voluntary Services (BCVS) |
| **STAFF RESPONSIBLE FOR**: None at present |
| **HOLIDAY ENTITLEMENT:** 27 days plus bank holidays |
| **JOB PURPOSE: The main objectives to be achieved by the post holder**  The post holder will work with Bolton &SL CRP in contributing ideas, planning and delivering projects along the routes and stations covered by the CRP.  The post will also have specific responsibility for working with Northern Trains’ Regional, Community and Sustainability Manager (RCSM) in the west of its operating area as well as other relevant community rail partnerships (CRP), station partnerships and others to assist them in the development of community based projects.  Applications are welcome from all suitably qualified persons. We are happy to make any reasonable adjustments individuals may require in the recruitment process (for example, bringing a supporter during the interview) and once in post. Please email Chair of the CRP, Paul Salveson at [paul.salveson@myphone.coop](mailto:paul.salveson@myphone.coop) to discuss any aspects of the post.  We welcome applications for job sharing. Please make this clear on the application form if you wish to be considered for a job share and whether or not you have a possible partner you would like to share the post with. We will also consider secondments but this must be for no less than two years.  **To apply for this position email the attached completed form to recruitment@boltoncvs.org.uk.** |
| **MAIN ACTIVITIES: What the postholder will actually do**   * To work with Bolton and South Lancs Community Rail Partnership, University of Bolton and railway industry partners to promote, develop and implement the projects set out in BASLP’s Action Plans through a community based approach. * To support and work with Bolton Station Community Partnership * To work in partnership with local communities, Bolton Council and other local authorities, Northern, TransPennine Express, Cross Country, Avanti West Coast, Transport for Greater Manchester, Network Rail, businesses and other relevant stakeholders to deliver the CRP’s Activity Plan * To identify sources of funding and prepare funding bids to external bodies in support of particular projects. * To develop and promote the integration of rail services with other transport modes including local bus services, community transport, walking and cycling - working in partnership with relevant providers and local authorities. * To promote community involvement at stations through station adoption initiatives, with an emphasis on social inclusion * To ensure all projects are inclusive and reflect the profile of the communities served by the line. * To develop marketing and promotional material. * To actively involve children and young people in rail projects and by promoting rail as a safe, healthy, environment friendly mode of transport. * Contribute towards delivering the importance of rail safety. * To provide regular project updates for BASLCRP, including financial updates. * To attend relevant meetings or conferences relating to the job. * To deliver presentations locally, regionally and nationally in relation to the BASLCRP’s work. * To undertake any other activities at other locations which could reasonably be expected in this role. * Ensure that all work is undertaken in line with BASLCRP’s policies and procedures. * Manage volunteer groups |

**Important dates**

**Closing date: April 3rd**

**Date of interview: April 22nd**

**Bolton and South Lancs CRP**

**Person Specification: Community Rail Development Officer**

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(e.g. application form (AF), interview (I), reference (R), other (specify)** |
| **Qualifications** |  |  |
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| We are not asking for specific qualifications; we value a wide range of experience and achievements, which may (or may not) include academic qualifications. On the form below, we would like applicants to tell us how their knowledge, skills and experience can be transferred into the role they are applying for. |  |  |
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| **Experience** |  |  |
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| Experience in the delivery of projects, preferably community based  Experience of undertaking project work and developing creative solutions.  Experience of planning, developing, implementing, monitoring and reviewing projects.  Experience of using Windows based IT systems.  Experience of completing funding applications  Experience of public speaking  Experience of using social media | E  E  D  E  D  D  D | AF/I  AF/I  AF/I  AF/I/R  AF  AF  AF  AF |
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**BOLTON AND SOUTH LANCASHIRE COMMUNITY RAIL PARTNERSHIP**

**Job Application Form**

**Private and Confidential**

**Position applied for:**

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| **Job Title** | Community Rail Development Officer |
| **Hours** | 35 hours per week. |
| **Salary Scale** | .£26,317 per annum 2 year contract |

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| **Closing Date** | Friday April 3rd 2020 |

Any application that is received after the post deadline will not be accepted. If you are uncertain if your application has been received, please check directly with Bolton and S Lancs CRP.

Please complete all sections of this form. Please send your completed application, together with the monitoring form by email to the Chair of the CRP, Paul Salveson: [paul.salveson@myphone.coop](mailto:paul.salveson@myphone.coop). Forms that are incomplete will be rejected. CVs will not be accepted.

If computer or internet access is a barrier to you applying for this job, please contact us and we will be able to identify opportunities for application.

**Please complete each section of this application form.**

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| --- | --- | --- | --- |
| **Section 1 - Personal Details** | | | |
| **Title:** |  | **First name**: |  |
| **Surname:** |  | | |
| **Home Address:** |  | | |
| **Postcode:** |  | | |
| **Contact information** *(Please only provide contact details that can be used in connection with recruitment)***:** | | | |
| **Mobile telephone:** |  | | |
| **Home/Work number:** |  | | |
| **Email address:** |  | | |

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| Please let us know if there are any adjustments or arrangements that you would like us to consider or implement if you are invited to interview below: | |
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| **Guaranteed interview scheme** | |
| We operate a guaranteed interview scheme (GIS) for anyone with a disability as defined in the Equality Act 2010. If you apply under this scheme you must demonstrate in **Section 3** (*Knowledge, skills, experience, behaviours and qualifications*) of the application for employment that you meet the minimum criteria for the role. | |
| **I consider myself to have a disability as defined under the Equality Act (2010) and want to apply under the GIS scheme.** | Yes  No |

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| Can you provide evidence of eligibility to work within the UK under the requirements of Section 8 of the Asylum and Immigration Act 1996 (such as P45, P60, National Insurance Card, Passport)? | Yes  No |

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| **References** | |
| Please supply the details of two referees.  The individuals supplying references should not be relatives, partners or friends.  If you are in current employment, one reference must be from your current employer.  All appointments are subject to the receipt of two satisfactory references. | |
| **Reference 1** | |
| Name: |  |
| Role/Title: |  |
| Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |
| Relationship: |  |
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| **Reference 2** | |
| Name: |  |
| Role/Title: |  |
| Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |
| Relationship: |  |

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| **Where did you see this position advertised?** | | | | | | | |
| **Twitter** |  | **Facebook** |  | **E-bulletin** |  | **Website** |  |
| **Other** |  | **Please state:** |  | | | | |

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| **Declaration** | | | |
| In accordance with the Data Protection Act (1998) I give my consent for the information contained in this form to be processed in accordance with the Bolton CVS policy for the purposes of recruitment and employment. I understand that if appointed, this application form will become part of my personal file and that if I am shortlisted but not appointed it will be stored for up to one year.  By signing (or printing my name) in the box below, I declare that the information contained in this form is true and accurate. I understand that false information may lead to any offer of employment being withdrawn. | | | |
| **Signature:** |  | **Date:** |  |

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| **Section 2: Application**  **This section of your application is the information that is reviewed by the recruitment panel. Please add rows if required.** |

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| **Education and Qualifications** |

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| **Secondary School attended** | **From** | **To** | **Qualifications and level attained** |
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| **Higher Education Colleges/University attended** | **From** | **To** | **Qualifications and level attained** |
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| **Other relevant training and qualifications;** |
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| **Current/most recent employment** | | | | |
| **Current/recent job title:** | |  | | |
| **Employers Name:** | |  | | |
| **Employers Address:** | |  | | |
| **Please provide a brief description of your main duties and responsibilities:** | | | | |
| *(Please use this space to provide a brief description of your main duties and responsibilities).* | | | | |
| **Date started:** |  | | **Date ended:** |  |
| **Post held:** |  | | **Salary:** |  |
| **Reason for leaving:** |  | | | |

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| **Previous paid and unpaid employment**  This section should include all employment and experience whether paid or unpaid. Please start with the most recent job and account for all gaps in employment history since leaving full-time education. | | |
| **Employers name and address:** | **Job title and key points about your role and your responsibilities:** | **Dates of employment (from and to) and reason for leaving:** |
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Please add more rows if required.

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| **Volunteering and community participation**  Please tell us about any volunteering roles and community participation activities. | | |
| **Group or organisation name and address:** | **Role and responsibilities:** | **Dates of volunteering (from and to) and reason for leaving:** |
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Please add more rows if required.

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| **Section 3 - Knowledge, skills, experience, qualifications and behaviours.**  Please read the person specification and in this section outline how your knowledge, skills, experience qualifications and behaviours match what we are looking for.  The information provided in this section will determine whether or not you are invited for an interview.  **PLEASE KEEP YOUR RESPONSE TO A MAXIMUM OF 1,500 WORDS.**  Please ensure that your response is in no more than 1,500 words as applications with more than 1,500 words for this section will not be shortlisted. |

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**PLEASE CHECK BEFORE SUBMITTING YOUR APPLICATION:**

Please ensure that you have filled out our demographic monitoring form and submit it with your application form. This information is collected as part of our recruitment process but is in no way connected to your application.

**Please send your completed application by email to recruitment@boltoncvs.org.uk.**

Please submit your application as a Microsoft Word (or similar) document. Please **don’t** submit as a PDF.

Applications must be received by 12pm (noon) on Friday April 3rd 2020.

Applications received after that time and date will not be considered.

Thank you for your interest in Bolton and South Lancashire CRP and for taking the time to complete the application for this post. If you have not heard from us by the end of play on Tuesday 21st 2020, then you will not have not been selected for interview.

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**Recruitment monitoring form**

BSL CRP is committed to equality and continuous improvement across all recruitment and service delivery. We ask all applicants to complete a monitoring form to support, develop and inform our recruitment process. This information will be separated from your application and used in line with our Data Protection Policy.

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| **Position applied for:** | |  | | | |
| **Month:** |  | | **Year:** |  |

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| 1. **Your postcode?** |  |

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| 1. **Age?** | **Under 16** |  | **16 – 18** |  | **18 – 25** |  | **26 - 49** |  |
| **50 – 60** |  | **61 – 70** |  | **71+** |  | | |

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| 1. **Are you:** | Male |  | Female |  | Other |  |

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| --- | --- | --- | --- | --- |
| 1. **Is your gender identity the same gender as you were assigned at birth?** | Yes |  | No |  |

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| 1. **Which of the following best describes you?** | Lesbian |  | Bisexual |  | Gay |  | Heterosexual/Straight |  |

1. **What is your religion or belief?**

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| --- | --- | --- | --- |
| Buddhist |  | Muslim |  |
| Christian (including all denominations) |  | No religion |  |
| Hindu |  | Sikh |  |
| Humanist |  | Other (please state): |  |
| Jewish |  |  | |

1. **How would you describe your ethnic background?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White British |  | Mixed White & Asian |  | Any other Asian or Asian British Background |  |
| White Irish |  | Other Mixed Background |  | Black or Black British Caribbean |  |
| Other White Background |  | Asian or Asian British Indian |  | Black or Black British African |  |
| Mixed White & Black Caribbean |  | Asian or Asian British Pakistani |  | Any other Black or Black British Background |  |
| Mixed White & Black African |  | Asian or Asian British Bangladeshi |  | Chinese |  |
| Any other Ethnic group |  | *Please state:* | |  | |

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| 1. **Do you consider yourself to be a disabled person**   *(this may also include long term conditions).* | Yes |  | No |  |

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| 1. **Employment status** | Employed |  | Unemployed |  | Retired |  |
| In education |  | Self employed |  | Other |  |

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| 1. **Do you consider yourself to be a carer?** | Yes |  | No |  |

**Please submit a completed copy of this form with your application.**