

## **Contents**

- 1. Job Description**
- 2. Person Specification**
- 3. Terms and conditions**
- 4. Further information**

The Sussex Community Rail Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants for people working in posts with children and vulnerable adults will need to undertake a Criminal Record Bureau (CRB) enhanced clearance.

## Sussex Community Rail Partnership Ltd.

### Job Description

<b>LOCATION:</b>	Pulborough Station
<b>JOB TITLE:</b>	Development Officer – Arun Valley
<b>GRADE:</b>	Scale 5 point 22 Salary pro rata
<b>RESPONSIBLE TO:</b>	Senior Development Officer
<b>MAIN PURPOSE OF THE JOB:</b>	To promote the use of the Arun Valley Line for leisure and tourism, both by local people and visitors. Encourage the use of the Arun Valley Line as an alternative to private car for leisure, travel to work and other activities. Working with the Arun Valley Steering Group Partners to achieve the partnerships objectives and targets.

---

### KEY TASKS

1. To maintain, service and run the steering group.
2. To develop actions of the Steering Group as per the action plan.
3. To develop action plans, publications, promotional material.
4. To engage with the local communities to promote the Arun Valley line.
5. To work with local communities to create engagement and participation in the Arun Valley line.
6. To represent the Arun Valley Steering Group at local events and meetings.
7. To project manage events and activities in fitting with the action plan.
8. To secure funding for projects especially those included in the action plan.
9. To work with other members of the Sussex Community Rail Partnership and its volunteers, sharing best practice, knowledge and providing assistance with company wide projects.

10. To share information with the Sussex Community Rail Partnership and members of the Steering Group.
11. To promote services which meet the needs of local people and businesses.
12. Working with Southern and others to enable provision of earlier and later services along the line
13. To undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Sussex Community Rail Partnerships services.
14. To undertake all tasks with reference to the company's policies and procedures, taking special account of its Equal Opportunities & Diversity and Lone Working policies.
15. Undertake any other tasks commensurate with the grading of the post.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Sussex Community Rail Partnership Ltd.  
Person Specification**

**Post Title: Development Officer  
Location: Pulborough Station  
Grade: Scale 5 point 22**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	Understanding of Community Engagement & Participation  Partnership working  Excellent interpersonal, communication and presentational skills	Understanding of Public Transport  Negotiation/Influencing skills  Ability to translate policy into workable solutions	Application and Interview

	<p>Ability to produce clear and concise reports</p> <p>Understanding of Marketing</p> <p>Public representation</p> <p>Computer Literate</p> <p>Performance driven</p>	<p>Development of efficient practices</p> <p>Project Management</p> <p>Ability to interpret and explain complex technical transport information</p> <p>Ability to influence, through evidence based information</p>	
<b>Education &amp; Qualifications</b>	Educated to A – Level or equivalent standard.	Educated to degree level in community, marketing or transport related discipline or demonstration of equivalent experience	Application and Interview
<b>Knowledge</b>	<p>Knowledge of Public Transport</p> <p>Knowledge of Microsoft Word, Excel &amp; Publisher</p>	<p>Knowledge of Local Government</p> <p>Health and safety knowledge</p> <p>Ability to create small scale system of work</p>	Application and Interview
<b>Experience</b>	<p>Experience of working in a small but complex organisation</p> <p>Experience of producing newsletters</p> <p>Experience of providing evidence based advice to managers and/or members</p>	<p>Experience of securing funding from local councils &amp; grant making trusts</p> <p>Experience of planning and managing events</p>	Application and Interview
<b>Personal Attributes</b>	<p>Self motivated with the ability to enthuse and motivate others.</p> <p>Professional and confident manner.</p>	<p>Results driven</p> <p>Ability to set &amp; monitor targets</p> <p>Interest in personal and</p>	Application and Interview

	<p>Interest in Public Transport</p> <p>Ability to work under pressure and meet deadlines</p> <p>Flexible approach to working hours</p> <p>Ability to manage &amp; undertake multiple tasks &amp; responsibilities</p> <p>Interest in local community development &amp; sustainability</p> <p>A commitment to equal opportunities</p> <p>A commitment to continuous development and improvement, team-working and the highest possible professional standards</p> <p>Car Driver</p> <p>Customer focussed</p>	<p>professional development</p> <p>Public Transport User</p>	
<p><b>Date (drawn up): 25.08.09</b>  <b>Reference of Officer(s) drawing up person specifications : Sam Bryant</b></p>			

## **TERMS & CONDITIONS**

### **Salary**

The part time post will receive 50% of the annual 35 hr/week salary for this post (£19410, scale 5/22 NJC) and is therefore £9705 per annum for 17.5 hours week. Starting salary is dependent upon your qualifications and previous relevant experience.

### **Contract**

This post is fixed term for a period of 2 years. All new employees will be on probation for their first six months working with us.

### **Performance Management**

Sussex Community Rail Partnership Ltd (SCRIP Ltd.) uses an annual appraisal and target setting agreed between postholder and line manager to assess achievement within the role.

### **Annual Leave Entitlement**

The leave year is from 1 January to 31 December and, normally, there will be an expectation that the entitlement will be taken during this period. The annual leave entitlement for this post is 14 days (50% of the full time 14 days). After 5 years continuous service (should the post being extended beyond 2 years) the entitlement rises by 0.5 day per year to a maximum of 15 days

### **Working Hours**

This post is part time, 17.5 hours a week. The Working Time Regulations came into force on 1 October 1998. SCRIP Ltd. operates a flexitime system, with core hours being 10.30 - 15.30. Flexitime hours will be negotiated with the Manager on an individual basis subject to any opening hours for users, needs of the service and needs for providing staff cover. Some evening and weekend work may be necessary.

Where work is done in addition to these contractual hours, equivalent time off is allowed, subject to arrangements made with the Manager.

Time Off In Lieu (TOIL) should be taken as soon as possible after the extra time worked.

Employees are required to complete records detailing hours worked, excess hours worked and TOIL taken, and are required to co-operate with any signing in or out practices as agreed by a recognised trade union.

### **Travelling on Business**

Wherever possible and practical employees are expected to travel by public transport, especially rail, in the performance of their duties.

Travelling and subsistence allowances for staff away from their workplace on organisation business (not regular travel to work) and out-of-pocket expenses incurred in the performance

of duties for the organisation, will be reimbursed according to the agreed SCRP Ltd. rates and procedure in operation at the time.

## **FURTHER INFORMATION**

The closing date for this post is 12 noon on 25 January 2010 and completed application forms should be returned to:

**Sam Bryant**  
**Senior Development Officer**  
**Sussex Community Rail Partnership**  
**Eridge Station**  
**Groombridge Lane**  
**Eridge**  
**East Sussex**  
**TN3 9LE**

[sam@sussexcrp.org](mailto:sam@sussexcrp.org)

Further information about the interview arrangements will be sent to the short listed candidates.

*Please bring evidence to your interview to show you hold the qualifications required for the post.*

**If you have any queries about the post or would like to discuss any aspects of the job in more detail, please contact Sam Bryant, Senior Development Officer, Sussex Community Rail Partnership on 07891 556897 or email [sam@sussexcrp.org](mailto:sam@sussexcrp.org)**

## **APPOINTMENT DETAILS**

Prior to appointment, you will need to complete a health statement. We will also need to receive two satisfactory references from your referees before we can fully confirm your appointment.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

If appointed to this post you will on occasion be working with children, young people or vulnerable adults, and you will be required to complete, or already hold, an enhanced Criminal Records Bureau Disclosure. This disclosure will need to be approved before we can fully confirm your appointment. Please note that having a Criminal Record does not automatically mean that an offer of appointment will be withdrawn.

Under the Asylum and Immigration Act 1996, you will be required, if appointed, to provide evidence that you are legally entitled to work in this country. Official confirmation of your National Insurance number on a P45, P60, plastic NI number card, former payslip or a letter from HM Revenue & Customs or other Government department will suffice; alternatively, a list of acceptable documents is available on request.