



## Job Description

<b>Job Title:</b>	Worcestershire Community Rail Partnership Officer
<b>Directorate/Team:</b>	West Midlands Rail Executive/Transport for West Midlands
<b>Location:</b>	16 Summer Lane or other site/location
<b>Responsible to:</b>	Senior Worcestershire Community Rail Partnership Officer
<b>Responsible for:</b>	0
<b>Key working relationships:</b> (internal)	Colleagues across West Midlands Combined Authority, Transport for West Midlands, and West Midlands Rail Executive.
<b>Key working relationships:</b> (external)	Rail Industry bodies, Train Operators, Rail Community Groups, Network Rail, Community Rail Network, Rail User Groups, Local and National government

## Purpose of the Post

To support the Lead Worcestershire Community Rail Partnership Officer to deliver the objectives and plans agreed by the Worcestershire Community Rail Partnership (hereinafter referred to as "WCRP"). These are to increase and improve, through community involvement and engagement, the use and development of rail on Worcestershire's rail network; and to aid the rail industry in identifying and implementing short and long-term measures that secure the long-term sustainability of the rail network covered by the WCRP, whilst meeting the wider economic, environmental and social objectives of the WCRP's funding partners.

## Accountabilities

Delivery of specific projects and activities outlined in the WCRP annual activity plan, ensuring activities are delivered to agreed timescales and quality standards.

Supporting the Lead Worcestershire Community Rail Partnership Officer in maintaining and developing positive working relationships with community groups, schools, local stakeholders and delivery partners, contributing to effective collaboration and engagement across the partnership area.

## Responsibilities

### Strategic

- Represent the WCRP at local events, meetings and forums, providing updates on activities and acting as a point of contact for community stakeholders.
- Contribute to the development of ideas and proposals that support the delivery of the WCRP annual activity plan.
- Gather feedback and insights from communities and partners and feed these into the Lead Officer to inform future activity planning.
- Work flexibly and with integrity to meet the needs of the WMCA and the West Midlands Rail Executive.

### People

- Build and maintain effective working relationships with community groups, station adopters, schools and volunteers involved in community rail activity.
- Support and encourage community participation in rail-related initiatives, events and projects.

- Work collaboratively with colleagues and partners, sharing information and good practice to support delivery of shared objectives.

### Operational

- Prepare project plans to ensure the successful delivery of projects, events and activities
- Prepare regular project updates (at least quarterly) for the WCRP Steering Group
- Support the organisation and promotion of events, workshops, and community activities.
- Actively involve children and young people by promoting rail as a safe environment through work in schools and the community
- Support existing station adopters and encourage further adoptions
- Coordinate day-to-day delivery of assigned projects and activities, liaising with internal colleagues and external partners as required.
- Monitor progress against agreed project plans and highlight risks or issues to the Lead Officer in a timely manner.
- Maintain appropriate records, documentation and monitoring information to support reporting and audit requirements.
- Support the collection of basic data and feedback to help demonstrate the impact of community rail activities.

### Financial

- To work in partnership with other organisations to secure funding for projects
- Assist in the preparation of funding applications and supporting documentation.
- To assist in the preparation of financial reports and monitoring.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

### Other

- Advocating for community rail within local government, the rail industry and the local community.
- Support communications and promotional activity through social media, newsletters, and other channels.
- Travel across the region to attend events as required.
- Occasional lone working .
- Represent the WMCA in a professional manner.
- Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

## Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
<b>Experience</b>					
Demonstrable public engagement experience		X			
Interest in or experience of public transport	X				
<b>Skills / Knowledge</b>					
Excellent interpersonal skills and verbal/written communication skills.	X				
Ability to communicate with people from all walks of life, in both small and large public settings.	X				
Customer and results-oriented, with the ability to work under pressure.	X				
Ability to work on own initiative, and as part of a team.	X				

Highly organised (able to juggle multiple requirements simultaneously) with a strong attention to detail	X				
Adaptable and flexible; willingness to tackle a range of tasks.		X			
Solutions-focused		X			
		X			
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A*</b>	<b>I*</b>	<b>T*</b>
Minimum 4 GCSEs, including Maths and English or equivalent experience.	X				
Enhanced DBS	X				

\*Key: A = Application, I = Interview, T = Testing/Assessment

<b>Core Expectations</b>	
<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Matrix Working</b>	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
<b>Business Continuity</b>	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

<b>Values</b>		
Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.		
<b>Value</b>	<b>Competency</b>	<b>Behaviour</b>
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.

<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

**Additional Post Requirements**

<b>Politically Restricted Post</b>		<b>Disclosure and Barring Service (DBS)</b>				<b>Vetting</b>	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input checked="" type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**Job Evaluation Details**

<b>Date Evaluation Agreed</b>	<b>JEP Reference</b>	<b>Grade</b>	<b>Job Family</b>
	JEP750		