



Please note that this role specification may be subject to future minor alterations.

### **General Manager (GM)**

The GM is the most senior employee of the Swanage Railway Co. Ltd.

The role of the GM is to be responsible for the daily management of the Swanage Railway as set down by the board. In addition to the usual management responsibilities a key measure of the GM's success will be evidence of his ability to continuously get the best out of the staff, whether paid or volunteer, given that the viability of the railway is dependent on their continued loyalty and commitment.

It is likely that the major challenges facing a successful candidate will be of a commercial nature and marketing the railway – together with the challenges of re-linking the railway to the national rail network at Wareham.

The Swanage Railway Company Ltd. is wholly owned by the parent charity, the Swanage Railway Trust, and is managed by a Board of Directors comprising 6 volunteer Directors. The GM shall report directly to the Board with a solid reporting line down to the Heads of Department (with the exception of the Finance Department). The GM may request a board meeting at any time should policy advice be required.

Financial limits to the authority of the GM shall be set by the Finance Director. The GM shall be an authorised signatory for the Company, subject to the limits as above.

Management of the GM shall be the collective responsibility of the board. Attendance at Board meetings of both legal entities, normally held monthly on a Saturday, is required although the GM will not be a Director and will have no vote.

### **Key accountabilities**

1. To implement the policies of the board on a day-to-day basis, ensuring that safety remains the top priority of the Swanage Railway at all times.
2. To identify and refer matters of policy for review by the Board.
3. To be responsible for the day-to-day management of the Swanage Railway, including the management of staff both paid and volunteers, within the budgets and constraints set by the Board including Health and Safety.
4. To liaise with relevant Directors and Heads of Department as and when necessary.
5. To maintain effective day-to-day communications within the Swanage Railway and with neighbours and other parties as required.
6. To encourage and promote the cultivation, motivation and enthusing of all staff whether paid or volunteer and to maintain, enhance and develop the congenial culture of the Swanage Railway.
7. To ensure that departmental procedures as approved by the Board are adhered to.
8. To be responsible for the efficient administration of the Swanage Railway's affairs
9. To assist and support the Board in the development of budgets and business plans as required.
10. To devise and implement after agreement of the Board coherent retail, marketing and catering policies

### **Hours**

Nominally a 40-hour week, but the job holder shall be required to attend outside of normal working hours as required, including weekends and evenings to meet the needs of the job.

### **Salary**

Around £30,000 per annum.

### **Current Closing Date**

31st August 2007.

**Applications** in writing to Keith Gooding Company Secretary at his home address:

138A Wareham Road, Corfe Mullen, Dorset BH21 3LJ or via Electronic Mail to

[keith.gooding1@btinternet.com](mailto:keith.gooding1@btinternet.com)

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