



VOLUNTEER RECRUITMENT AND RETENTION OFFICER

Salary: circa £25,000 per annum

PASSIONATE ABOUT HERITAGE RAILWAYS

Swanage Railway is an award winning railway carrying over 200,000 passengers a year, on its heritage services, making it one of the leading tourist attractions in Dorset. It has around 500 volunteers across its departments.

Supported by South Western Railway (SWR) Swanage Railway has secured a grant to fund this new position which in addition to working with its volunteers seeks to support volunteers across five main line railway stations located in the Purbeck area under the Purbeck Community Rail Partnership (PCRP)

The role will assist the railway to achieve its vision not only to maintain but enhance its volunteer presence to further develop its services.

The role

The successful applicant will be expected to develop a successful recruiting process for volunteers across the Railways in a variety of different roles. To communicate and monitor progress of the volunteers and advise Management where changes can improve engagement with all involved.

To achieve this a self-motivated individual is required with experience of successful volunteer engagement and knowledge of recruiting and supporting volunteers. An ability to understand and administer records on a database is required. Good communication skills are essential.

Similar undertakings will apply with volunteers assisting with the PCRP at the mainline stations of Holton Heath, Wareham, Wool and Moreton.

The person

- Experience and knowledge of successful volunteer engagement of 2 years +
- Quantifiable experience and knowledge of recruiting and supporting volunteers at all levels
- Ability to understand and administer records on a database essential
- Excellent interpersonal skills
- Detailed knowledge of the voluntary sector and optimising volunteer experience
- Holder of full driving licence as position is multi based

Benefits of working for Swanage Railway

- Salary circa 25k per annum, 40-hour week (including flexible hours and days including evenings, weekends and bank holiday working)
- 30 days holiday including statutory bank holidays

- Contributory pension scheme after qualifying period.
- Access to free parking.
- Free or subsidised refreshments when working.
- Privilege travel rates following completion of induction period.
- DBS check will be required (Swanage Railway to provide)
- PTS (personal track safety) and other relevant courses (Swanage Railway to provide)

Closing Date: 12.00 Monday February 22nd 2021

1st Interview Date: Thursday 1st March 2021

2nd Interview Date: If required the following week

Due to Covid19 any restrictions applicable to above process will be notified to those reaching interview stage as soon as possible. This may include the use of remote electronic meetings.

How to apply

Please click on this link to the Information pack and application form. Applications will not be considered without an application form, when completed, your **application form and cv** should be emailed to recruitment@swanagerailway.co.uk