

## **Community Rail Administration Officer**

### **Job Description**

#### **Main Duties and Responsibilities**

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

- To support the effective delivery and functions of the North Notts & Lincs Community Rail Partnership (NNLCRP).
- To manage NNLCRP's finances
- To organise meetings and maintain the NNLCRP diary.

#### **Service Specific Responsibilities**

- Work with all partners to produce an annual budget
- To develop partnership working within the voluntary, statutory and private sectors to deliver improvements in community and local rail services across the country.
- Support the recruitment, management and retention of volunteers across the CRP network.
- Support Friends of Groups within the CRP area with volunteer recruitment, fundraising, and administration
- To explore and secure funding opportunities with national, regional and local bodies for rail related projects.
- To produce regular progress and activity reports to the NNLCRP Board and any other relevant bodies as agreed.
- Effective day to day financial control of capital and revenue community rail budgets including administration of a delegated fund to support agreed small scale community projects.
- To prepare and submit agendas, minutes and reports where necessary, dealing with any correspondence or actions arising.
- To identify and make recommendations for ways of improving systems and processes.
- To offer a customer focused service and strive to be innovative in the search for continuous improvement.
- Carrying out any other duties which may be assigned which are commensurate with the grade of the post.