

Community Rail Administration Officer

Person Specification

Attributes	Essential	Desirable	Identified
Education, Qualifications and Vocational Training	<ul style="list-style-type: none"> • Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post • Relevant engagement training • Evidence of training received in the areas of: achieving results through informal relationships; objective achievement through consensus; or similar 	<ul style="list-style-type: none"> • Fund raising and/or bid writing qualification • Certificate in basic accounting Training in managing difficult conversations 	Application form
Relevant Experience	<ul style="list-style-type: none"> • At least 2 years experience in administration with members of the public, voluntary and community sector organisations • Problem solving experience involving a range of agencies • Ability to see issues from multiple perspectives • Fundraising, writing bids and a proven track record of achieving funding investment. • Book keeping experience 	<ul style="list-style-type: none"> • Previous role working for or with a Community Rail Partnership • Previous experience of working for a Train Operating Company in a relevant role • Previous experience of working for a Local Authority in a relevant role 	Application Form Interview

<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • Good understanding of community dynamics • Excellent communication skills – to relate to a variety of people and organisations • Ability to identify, analyse, weigh and prioritise options correctly. • Competency in creating and operating spreadsheets, websites and social media • Ability to manage basic accounts and write reports to a good standard of English • Ability to construct and deliver presentations 	<ul style="list-style-type: none"> • Understanding of how Train Operating Companies are structured and work • Understanding of how Local Authorities are structured and work • Understanding of how volunteers work 	<p>Application Form Interview</p>
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<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • Passionate about supporting community rail and public transport • A natural diplomat • Ability to persevere with sensitivity to get things done. • Positive ‘can do’ attitude and resilience • A ‘people’ personality - people tend to respond well naturally • Ability to work alone and manage personal time to achieve work requirements • Comfortable meeting people and making new contacts 		<p>Application Form Interview</p>
<p>Physical Attributes</p>	<ul style="list-style-type: none"> • Ability to work from home as well as from the NNLCRP office and occasionally travel elsewhere as required by the needs of the NNLCRP • Ability to drive with access to own transport 		<p>Application Form Interview</p>

Basic evaluation tests will be applied