



Role Title:	VOLUNTEER RESPONSIBLE OFFICER
Department:	OPERATIONS
Departmental Overview:	The Operations Department has the leading responsibility for the safe operation of all trains on Swanage Railway to contribute to an enjoyable passenger experience. In particular, the Department is responsible for the management and training of Footplate Crew (drivers, passed fireman, fireman, passed cleaners, 2 nd men and cleaners), Guards, Signalling and miscellaneous safety critical operating staff.
Reports to:	Operations Manager
Location:	Based at Swanage Station with the requirement to attend, urgently, any location on the Railway between Swanage and Worgret, in the event of an incident or emergency.
Purpose of the role:	This role helps the Swanage Railway achieve its vision and run a successful railway by the regulating of trains in order to run a safe service.
What you'll be doing:	<p>These are the key activities that you'll be undertaking:</p> <ul style="list-style-type: none"> • Ensuring the safe running of trains. • Deciding on appropriate actions to take in the event of unforeseen variations to normal running • Acting as lead in the event of an Emergency in line with SRC's Emergency Procedures as set out in the SR Safety Management System including: <ul style="list-style-type: none"> ○ Liaising with emergency services ○ Liaison with HMRI ○ Liaison with RAIB ○ Liaising with SRC Duty Manager. ○ Providing reports on outturn of events • Organising and carrying out shunting. • Authorisation of footplate passes. • Supporting the organisation's vision and values and complying with the Swanage Railway Volunteer Commitment.
What you'll need for the role:	<ul style="list-style-type: none"> • A sound understanding of the workings of a railway, in particular a current competency as <ul style="list-style-type: none"> ○ Guard or ○ Signaller or ○ Footplate crew. • Ability to build positive relationships with colleagues.

	<ul style="list-style-type: none"> • Good interpersonal skills • Methodical with a good eye for detail. • Initiative and ability to work unsupervised • Positive communication ability with volunteers and employees • Calm but able to command in an emergency. • Able to work in a physically demanding environment • Own transport and appropriate valid driving licence. • Willingness and ability to work flexibly in terms of time and duties. • Willingness to abide by the Swanage Railway Volunteer Commitment
What you'll get from the role:	<ul style="list-style-type: none"> • A sense of satisfaction in playing a key support role to the Railway's safe running • Positive relationships with a wide range of volunteers • Discounted Refreshments • Free tea/coffee/water • Discounts in SR Shop* • Discounted Rail Travel* <i>*Subject to Membership of Swanage Railway Trust</i>
The Training we'll provide:	<ul style="list-style-type: none"> • Self-learning SR training material and coaching for the role.
Time commitment:	<ul style="list-style-type: none"> • Trains run throughout the year, including outside timetabled periods; a Responsible Officer is required at all times when any train is running. • The amount of time you give can be flexible with turns available through the majority of the year either during the day or during early evenings both during the week and at weekends including Bank Holidays. • The role requires a minimum of 15 dedicated turns per annum to maintain competency in addition to turns required to maintain competency as Signaller, Guard or Footplate Crew. There will also be a need for self-study to ensure up to date competency with SR's Rule Book.
Other requirements:	<ul style="list-style-type: none"> • Note: This role is not a 'stand-alone' role, rather an enhancement to an existing volunteer role within Operations Department; it is only suitable for those who already hold a competence level in any of the Motive Power, Signaller or Guard grades. • Personal Track Safety This role will require the undertaking of training for a Personal Track Safety Work environment / activities • Work environment The role may require working in a physically demanding environment and undertaking physically demanding tasks.
Our vision	<p>The vision of the Swanage Railway Company is to be the leading heritage railway in the UK.</p> <p>To be recognised as the UK's leading heritage railway, the Swanage Railway will actively seek ways of improving its business in all that it does.</p>
Our Values	<ul style="list-style-type: none"> • Safety, integrity and professionalism underpin our operations. We are committed to high standards of safety, behaviour and expertise in all we do whilst treating everyone with integrity, openness, and honesty. We seek ways of improving our

	<p>organisation balancing our heritage with modern business practices.</p> <ul style="list-style-type: none"> • Dedication, commitment and volunteers are at the heart of our community. We are proud of our inspirational history; we have overcome many challenges and achieved great successes through tenacity and perseverance. That spirit lives on today. We celebrate our Volunteers' commitment and dedication which form such a vital part of our Railway. • Customers are at the focus of our services. Our customers are the heart of our business. We welcome feedback to better understand the needs of our customers and improve our service. • Enjoyment, quality and value for money for all. We deliver a memorable experience enjoyed by everyone.
<p>VOLUNTEERING AT THE SWANAGE RAILWAY</p>	<p>Volunteers form an absolutely vital part of everything the Swanage Railway does. There are over 80 different roles that our volunteers fulfil; from driving a locomotive to serving refreshments, from selling goods in our shops to helping maintain our track, from maintaining our signalling equipment to timetabling, from managing our finances to keeping our rolling stock maintained, volunteers are at the heart.</p> <p>Our vision is to be the UK's leading heritage railway: we have an inspirational history during which we have overcome many challenges and achieved great successes through tenacity and perseverance. That spirit lives on today. We celebrate our Volunteers' commitment and dedication which form such a vital part of what we do now and will do in the future.</p> <p>We want all our volunteers to gain fulfilment and enjoyment from their role whilst helping us to achieve our vision, and so we have our Volunteer Commitment that sets out the mutual basis of the relationship between Swanage Railway and our volunteers:</p> <p>The Swanage Railway will ...</p> <ul style="list-style-type: none"> • Welcome you as a volunteer and provide appropriate opportunities to individuals who can help us achieve our purpose and vision. • Provide the right equipment and training for the task. • Give guidance and support in your volunteer role. • Treat you and all other volunteers equally and fairly. • Ensure, so far as is reasonably practicable, you have a safe working environment. • Listen to any concerns if things are not going right. • Recognise that you are a volunteer giving your time to us whilst having other commitments. <p>In return we ask you to ...</p> <ul style="list-style-type: none"> • Give us your time and commit to any training if needed for the role. • Be professional and loyal to the organization. • Be fair to those around you. • Talk to your Manager/ Supervisor (volunteer or employee) first if things aren't going right. • Comply with our business standards, including the need to maintain confidentiality in relation to all SR information and to comply with SR's security and safety procedures.