

SOUTH DERBYSHIRE DISTRICT COUNCIL JOB DESCRIPTION

DIRECTORATE: Law, People and Environment

SERVICE: Environmental Services

POST TITLE: Community Rail Partnership Officer

GRADE: SO

REPORTS TO: Climate and Sustainability Manager

RESPONSIBLE FOR: n/a

JOB SUMMARY

To develop and promote the Erewash and Trent Community Rail route and deliver the Erewash and Trent Community Rail Partnership Action plan, including coordinating activities, building partnerships, and developing programmes to enhance community involvement in railway and cultural activities.

MAIN DUTIES AND RESPONSIBILITIES:

General

- To ensure adherence to the Council's Health & Safety Policy.
- To support, promote and comply with the Council's Equal Opportunities and Fairness Scheme when undertaking the duties of the post.
- To comply with the Council's Employee Code of Conduct
- To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.
- To identify, promote and be responsible for specific projects and initiatives as required.
- Provide professional advice, prepare reports and attend meetings as required.

Specific Duties

1. Develop and deliver, with partners where appropriate, an annual action plan for the Erewash and Trent CRP that will improve and promote the Erewash and Trent Community Rail route for Passengers.
2. To actively recruit and support station adoption volunteers for all out stations on the route and manage the volunteers' activities, ensuring health & safety training and any other development needs are met, including individual induction to the role (including health and safety brief), on the job coaching/training, and facilitate volunteers' station improvement projects.
3. To engage additional community support from a wide variety of agencies and then manage community-based projects and events to improve out stations on the route.
4. To identify funding bodies (national and local), write and submit bids for station improvement / rail service improvement projects for the route and manage the projects.
5. To develop and deliver a communication and marketing strategy and deliver and press campaigns to promote use of the route.
6. Act as Press Officer for the Erewash and Trent CRP, proactively writing and distributing press releases, responding to press enquiries, including press interviews where appropriate and overseeing the maintenance and updating of the website.
7. Plan and evaluate community engagement activities to enable projects to improve stations on the route and work with a variety of partners besides the train operator (i.e. British Transport Police, schools, local councils, local businesses and Network Rail) to deliver these Projects.
8. Support the Climate and Sustainability Manager to manage the Erewash and Trent CRP budget, including securing annual contributions from Erewash and Trent CRP partners.
9. Manage and evaluate station improvement projects, including capital projects.
10. On behalf of the Erewash and Trent CRP respond to relevant national rail consultations that effect the route including Network Rail Route Utilisation Strategies, timetable consultations and franchise consultations.
11. Write detailed reports on the progress of the action plan and present this monthly to the train operator, bi-monthly to the Erewash and Trent CRP Management Group and annually to the DfT Community Rail Strategy Team.
12. Write reports and briefing papers for the DfT Community Rail Team, train operator and other partners to share good practice on community rail, including an annual progress report for the Erewash and Trent CRP.

13. Represent the Erewash and Trent CRP at national and local community rail and stakeholder events and conferences and deliver presentations to share learning and good practice on community rail.
14. Encourage more integration of the route with bus services and work with colleagues at all local authority funding partners to improve walking and cycling to stations on the route.

Date Issued: 2nd October 2026

Issued by: Climate and Sustainability Manager