



Volunteer Role Profile

Role Title:	Volunteer Recruitment Officer
Department:	Swanage Railway Trust
Departmental Overview:	The Swanage Railway Trust and its trading arm, the Swanage Railway Company Ltd has an inspirational history during which it has overcome many challenges and achieved great successes through tenacity and perseverance. It currently operates with over 60 different volunteer roles all contributing to its vision of being the UK's leading Heritage Railway.
Reports to:	Chairman: Swanage Railway Trust
Location:	The role can be home based with access to SR office facilities available if required.
Purpose of the role:	This role helps the Swanage Railway achieve its vision and run a successful railway by ensuring that there is a sustainable availability of volunteers to assist in all activities across the organisation.
What you'll be doing:	<ul style="list-style-type: none"> • Analysing of Swanage Railway Company's volunteer requirements • Developing Recruitment targets. • Working towards SR achieving 'Investors in Volunteers' accreditation. • Recruiting volunteers to a variety of roles using a variety of media • Organising and attending recruitment events. • Liaising with Trustees, Directors, Managers and Volunteer Liaison Officer.
What you'll need for the role:	<ul style="list-style-type: none"> • Experience and knowledge of recruiting and supporting volunteers at all levels. • Knowledge of a variety of recruitment media. • Strong written and oral communication skills. • Excellent interpersonal skills. • Able to challenge positively and provide creative recruitment solutions. • Working knowledge of HR and volunteer management in a voluntary organisation. • Organised. • A PC and telephone.
What you'll get from the role:	<ul style="list-style-type: none"> • The chance to develop a high profile organisation in Purbeck. • Opportunity to give back to the community. • Work with people who are passionate about what they do. • A new network of people.

	<ul style="list-style-type: none"> • The chance to make a positive difference. • Discounted Refreshments • Free tea/coffee/water • Discounts in SR Shop* • Discounted Rail Travel* <p><i>*Subject to Membership of Swanage Railway Trust</i></p>
The Training we'll provide:	Induction Training and departmental briefings as appropriate.
Time commitment:	The role is voluntary and will generally require a flexible time involvement including some evenings, weekends and Bank Holidays. There will also be a need to attend the Trust's Members and Volunteers Group on one evening per month.
Other requirements:	N/A
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 organisation balancing our heritage with modern business practices. • 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.