



Swanage Railway Company and Trust Restructuring Project.

Project Manager Role.

The Project Manager is required to

- manage the delivery of the reorganisation of The Swanage Railway Trust (the 'Trust') and its subsidiary, the Swanage Railway Company Ltd (the 'Company') and
- support the management of the Trust and Company as necessary and appropriate by undertaking such administrative, drafting and other such tasks as they may direct.

The Trust and Company intend to create a unitary charitable structure for the Swanage Railway (the 'Railway'). This will be achieved by restructuring the Company (which holds all the licences to operate the Railway and which cannot easily be transferred) as a legal entity with charitable status and transferring the assets of the Trust to it. A new commercial company will be established to deal with trading that cannot be undertaken by the new charity. The aim of this is to secure financial benefits from charitable status and to simplify the existing structure to clarify roles and responsibilities within the entire operation. This needs to be completed as soon as possible. The prime purpose of the project is to achieve acceptance of the new arrangements by the Charity Commission and will therefore require preparation and collation of key documents and liaison with both Trust and Company personnel and the Charity Commission.

Reporting Arrangements:

The Project Manager will report to the Governance Review Group who will provide any direction necessary in terms of policy decisions and a lead point of contact will be provided for day-to-day liaison.

Status:

The Project Manager is an independent contractor who will submit invoices for work performed in accordance with the conditions set out in the contract and provide evidenced confirmation of achievement of key milestones.

Timescale:

The contractor must decide how to manage the workload involved, but it will involve some physical attendance at the railway for meetings, gathering information etc. so living locally would be an advantage. The work is anticipated to take between 9 and 12 months overall but the term of the engagement and the contract price offered is based on project delivery not a fixed duration in time. The level of activity required from the Project Manager can be expected to vary significantly depending on external factors. The Project Manager must be able to manage other commitments accordingly in order to provide the services when required without delay.

Personal Attributes, Knowledge and Experience:

These have been marked as Essential or Desirable. Applicants will need to evidence those requirements in their submission/CV.

Essential	Desirable
<p>Experience in drafting and amending legal and/or contractual documents and procedures, with attention to detail</p> <p>Computer literate</p> <p>Logical approach to problem solving</p> <p>Evidence of delivery in a similar management role in the commercial or charity sector.</p> <p>Ability to keep proper records, write coherent reports and documents.</p> <p>Able to work without too much direct supervision and to prioritise tasks appropriately.</p>	<p>Paralegal/Company Secretarial background.</p> <p>Ability to use computer-based project management tools.</p> <p>Understanding of the basics of Company and Charity law.</p> <p>Evidence of working on a change project in any role, not necessarily as a project manager.</p>

Experience of the heritage railway sector would be helpful but is certainly NOT a requirement.

