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Job Description.

Job Title: Community Development Officer: Rocket 2030 & Community Rail Partnership

Location: Manchester Histories HQ. WLG21. Samuel Alexander Building, University of Manchester, Oxford Road, Manchester M13 9PL

Reports To: CEO of Manchester Histories & Community Rail Partnership Steering Group

Job Type: Fixed-term. 2025 - 2027. Flexible hybrid working.

Salary: £30,000 Full-time role.

Job Role:

The Community Development Officer will be pivotal in delivering the Rocket 2030 initiative and the Community Rail Partnership (CRP). This role focuses on engaging local communities along the railway route, fostering pride in rail, as well as celebrating community, cultural and industrial heritage. Key responsibilities include coordinating activities, building partnerships, implementing the CRP action plan, and developing programmes to enhance community involvement in railway, heritage, and cultural activities.

A strong understanding of sustainability, inclusion, diversity, and co-production principles is essential. The successful candidate will collaborate to design and deliver initiatives that are meaningful, equitable, and environmentally conscious, ensuring they reflect and celebrate the

diversity of the communities along the route and the aims of the project. Your ability to integrate these values into planning and delivery will be critical to achieving impactful and inclusive outcomes.

Key Responsibilities:

Project Coordination:

- Oversee all project elements related to Rocket 2030 and CRP, ensuring objectives are achieved efficiently. This will include the coordination of the Rocket 2030 Network Group and supporting the accreditation of the Community Rail Partnership
- Organise community meetings to gather input, provide updates, and address local concerns.
- Actively participate in steering group meetings, representing community interests and providing project feedback.

Community Engagement:

- Support community groups along the railway in heritage & cultural activities and events.
- Facilitate community-led projects like station adoption schemes that celebrate rail and cultural heritage.
- Coordinate the involvement of commissioned artists in community-centered projects.
- Map groups and community settings along the route such as libraries and community venues to support project activity.

Heritage and Rail Promotion:

- Promote the importance of public transport and local rail heritage within the community.
- Partner with local councils and tourism bodies to boost awareness and appreciation of the railway's role in community life.
- Organise local events and projects focused on the benefits of public transport and sustainability.

Project Evaluation and Reporting:

- Conduct project evaluations, using data to measure community engagement and project impact.

- Prepare comprehensive reports for funders and stakeholders, such as the National Heritage Lottery Fund.
- Track project activities and outcomes with accuracy.

Partnership Collaboration:

- Collaborate with councils, cultural organisations, transport companies, and community groups to advance project goals.
- Build strong relationships with key stakeholders to extend the reach and impact of the project regionally.

Financial and Administrative Oversight:

- Assist in budget management, ensuring funds are used effectively to support project goals.
 - Seek additional funding sources, administering grants for community-led initiatives.
 - Maintain accurate financial records and project documentation.
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What we are looking for:

Education and Experience:

- Bachelor's degree in Community Development, Heritage Management, or a related field, or 3-4 years of experience in a similar role.
- Proven experience in project coordination, community engagement, and partnership collaboration.

Technical Skills:

- ICT Proficiency: Competence in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with project management software.
- Data Collection and Analysis: Skilled in gathering and analysing data to inform decision-making and reporting.
- Social Media and Communications: Ability to manage social media content and online presence to engage the community effectively.

Key Skills and Attributes:

- Communication: Excellent written and verbal skills, with the ability to engage effectively with diverse groups and stakeholders.

- Organisational Skills: Strong time-management and multitasking abilities, capable of prioritizing and meeting deadlines.
- Analytical Mindset: Detail-oriented and able to assess project data, outcomes, and financials accurately.
- Community-Centered: Passionate about community engagement and inclusive heritage & cultural initiatives, with a collaborative approach.
- Adaptability and Initiative: Flexible and proactive in responding to project needs, with the ability to work independently and as part of a team.

Personal Attributes:

- Enthusiastic and motivated, committed to promoting heritage and community well-being.
- Collaborative and team-oriented, with a focus on building inclusive community relationships.
- Detail-oriented and analytical, ensuring quality and accuracy in project work.

Desirable:

- Familiarity with the heritage or rail sector, and an understanding of community arts projects.
- Willingness to travel within the North West; a driver's license is a plus but not essential.
- Any other reasonable duties as may be requested by your line manager.

Other:

- A willingness to travel on public transport is required.
- A willingness to work outside normal office hours occasionally.

This role will be pivotal in fostering community pride, enhancing local heritage, and encouraging sustainable engagement with the railway as a community asset.

This fixed-term post is funded with support from National Lottery Players, National Lottery Heritage Fund and partners from Liverpool City Region, St.Helens Borough Council, Salford City Council, Warrington Borough Council and TfGM.