



Post title:	SEND (Special Educational Needs & Disabilities) Community Rail Officer
Salary:	£24,133 per annum
Car user:	Desirable in addition a Northern rail pass will be issued.
Hours:	22.5 hours per week
Location	Remote with in-person engagement
Start date:	February 2025 or as soon as possible after that.
Responsible to:	Chair of Community Rail Lancashire
Reporting to:	Accessibility & Inclusion Officer
Staff responsible for:	None at present
Holiday entitlement:	16 days excluding bank holidays per annum

Job purpose: The main objectives to be achieved by the post holder.

This is a two-year fixed term post that will initially work on delivering classroom-based rail confidence and safety workshops and rail excursions for neurodivergent and/or disabled young people aged 8-25 years old. All rail excursions will take place on Northern Rail, and it is expected that most of the participants will live, go to school/college or work near a railway station.

It is expected that each year (2025 and 2026) 25 participant groups will take part in one classroom-based workshop and one rail excursion, all of which will be organised and delivered by the post holder with support from the wider Community Rail Lancashire team.

The post will require excellent project management and organisational skills, an understanding of the rail industry and experience of working with a wide range of children and young people who are neurodivergent and/or disabled.

Main activities:

- To deliver the rail confidence programme to 25 participant groups each year from within the target demographic. This will involve expanding current networks.
- To plan suitable classroom-based workshops and rail excursions and ensure their successful delivery, including the development of relevant resources.
- To ensure all engagements are inclusive and accessible to all involved.
- To recruit and facilitate a SEND teachers focus group with regular meetings (online or in-person) to review resources and contribute towards a better understanding of the needs of the children and young people they work with.
- To prepare regular project updates for Community Rail Lancashire and contribute towards the evaluation and monitoring processes.
- To write case studies, publications, reports and educational resources.
- To contribute to Community Rail Lancashire's websites and social media presence.

- To attend and take part in Community Rail Lancashire’s monthly team meetings in-person in Accrington.
- To have monthly meetings with CRL’s Inclusion and Accessibility Officer and quarterly review meetings with CRL’s chair.
- To represent Community Rail Lancashire at relevant meetings, events or conferences relating to this project.
- To undertake relevant training as required by the post as part of professional development.
- To ensure that all work is undertaken in line with Community Rail Lancashire's policies and procedures, and promote rail as a safe, healthy environmentally friendly mode of transport.
- To work with the wider Community Rail Lancashire team, as required.
- To remain up-to-date and compliant with all relevant legislation, organisational procedures, policies, and professional codes of conduct to uphold standards of best practice.

Personal Attributes	Essential / Desirable	Identified by: Application/ Interview/ Reference
Qualifications		
NVQ level 3 or above qualification (or equivalent)	E	A
Teaching qualification	D	A
GCSE Grade C or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	A
Experience		
Working with neurodivergent children and young people	E	A/I/R
Working with d/Deaf community members	D	A/I
Facilitating excursions including using public transport	E	A/I
Experience of using Windows based IT systems and TEAMS	D	A/I
Experience of project management and reporting	E	A/I/R
Experience of public speaking	D	A/I
Facilitating focus groups (in-person / online)	D	A/I
Knowledge/skills/abilities		
Ability to relate well to children and young people	E	A/I/R
Ability to work as part of a team	E	A/I/R
Good communication skills (written & verbal)	E	A/I
Good organisational, administrative and time management skills	E	A/I/R
Ability to plan and deliver rail-confidence based workshops	E	A/I/R
Other		
Commitment to undertake in-service development	E	A/I/R
Commitment to safeguarding and protecting the welfare of children, young people and adults	E	I/R
First Aid Certificate	D	A
DBS Certificate	D	A
Driving licence and access to a vehicle	D	A

Flexible attitude to work and travel	E	I/R
Commitment to adhering to all of Community Rail Lancashire's policies	E	I/R

Important dates

Closing date for applications: Monday 6th January 2025

Date of interview: Wednesday 15th January 2025

Applications are welcome from all suitably qualified persons. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process. Please email Richard Watts at richard.watts.crl@gmail.com to discuss any adjustments you may require.

How to apply:

To apply for this position by post send your CV and covering letter to: Richard Watts, Community Rail Lancashire, Accrington Railway Station, Eagle Street, Accrington, Lancashire, BB5 1LJ or you can email your CV and covering letter to richard.watts.crl@gmail.com.

