



**Severn Valley Railway Charitable Trust**

**Project Delivery Manager (Maternity Cover)**

**Recruitment Pack**

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Number One, Comberton Place, Kidderminster, DY10 1QR. Tel: 01562 757940.  
www.svrtrust.org.uk email: administration@svrtrust.org.uk  
Registered Charity Number: 1092723



## Project Delivery Manager (Maternity Cover)

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This is an exciting opportunity to join the Severn Valley Railway Charitable Trust and manage the delivery of a £1.25m prestigious project funded by the National Lottery Heritage Fund, *the restoration and education of the Severn Valley Railway's Falling Sands Viaduct*, situated in Kidderminster.

As project delivery manager you will have:-

- Project management experience, with particularly excellent skills in prioritising workload, keeping to budgets and managing people.
- Experience of planning, organising and evaluating local events, ideally within the heritage sector or the local community.
- Confidence to hit the ground running, picking up the reins on work that has already started.
- Experience of working or being part of the National Lottery Heritage Funded project or similar.
- The ability to report to a range of people and organisations based on their requirements, both verbally and in written reports.
- Experience in talking to a range of people, including presenting to groups.
- A real interest in heritage and a passion for helping people share and learn about the past.

We are seeking an enthusiastic and dynamic manager who is proactive and results driven, who will learn quickly and become a key team player in the delivery of the project.

This is your chance to join an amazing local charity that is committed to safeguarding the Severn Valley Railway for future generations.

# Severn Valley Railway Charitable Trust

## Job Description

Position:	Project delivery manager
Organisation:	Severn Valley Railway Charitable Trust
Location:	Number One, Comberton Place, Kidderminster
Job Type:	Part-time - 4 days (30hrs) per week, 8 - 12 month contract
Salary:	£30,000 (pro-rata)
Holidays:	31 per annum including Bank Holidays (pro-rata)

### Job Purpose

To manage delivery of the Falling Sands Viaduct project, focusing primarily on education, community engagement and events. The role includes line management of project support officer and reporting to the National Lottery Heritage Fund (NLHF).

### Main Duties

#### Duties and Responsibilities

- Oversee delivery of the remaining programme of events and activities of the Falling Sands Viaduct project as agreed in the NLHF Action Plan and budget – including working with schools, oral histories and delivering community events.
- Liaise with contractors, freelancers and local organisations to ensure project outcomes and evaluation reports are completed on time and to budget.
- Report to the NLHF through progress reports and payment requests.
- Manage the cash flow and project budget
- Develop relationships with external partners and stakeholders to raise awareness and improve community engagement with the project.
- Line manage the project support officer, who will be working 3 days a week on the project, including regular appraisals.
- Chair regular project board meetings and update board members on project progress.

- Keep donors updated on the progress on the project.

### **Key Accountabilities**

- Report to the Director of Development.
- Provide timely information on progress, including Heritage Fund reports.
- Perform within targets and timescales.
- Engage with staff to maximise the publicity and engagement of the project.
- Ensure that the capturing of any data meets the requirement of the General Data Protection Regulations (2018).
- Follow the Trusts safeguarding policy and report any concerns in accordance with the safeguarding procedures.
- Actively participate in supervision and appraisal sessions (as both a line-manager and as member of staff) identify your own learning and development needs and participate in learning activities relevant to the Trusts commitment to providing high quality services.
- Work at all times with due regard to the policies and procedures of the Trust, including financial regulations.
- Carry out other tasks as reasonably required by the Director of Development.

### **Qualifications, knowledge and experience required**

- Project management/delivery experience (essential)
- Proficiency in planning and organising events (essential)
- Experience either working in or with schools/education (essential)
- Experience managing project budgets (essential)
- Experience of working or being part of the National Lottery Heritage Funded project or similar (highly desirable)
- Excellent skills in time management and prioritising workload.
- Trained and experienced in the use of MS Office software (essential)
- Experience of motivating and managing volunteers and/or working with a range of people
- Experience in presenting to different audiences (desirable)
- Project management qualification (desirable)
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- Knowledge of GDPR regulations – or a willingness to learn to a high standard.

### **We will offer**

- Free parking.
- Subsidised meals.
- Flexible working hours.

As a volunteering organisation, we ask staff to volunteer 5 days per year during our busy season.

## **Our SVR Family Values**

The SVR Family consists of the three separate companies

**1. Severn Valley Railway (Holdings) Plc** (Company number 01046274) is a not for profit company limited by shares. No dividend is paid to shareholders with all profit used to support the running of the Railway. It owns the infrastructure and assets of the SVR, employs the paid staff, and is responsible for the governance, operation, finance, planning, customer service and management of the SVR.

**2. Severn Valley Railway Company Limited** (Company number 00906842), a company limited by guarantee, supported by a paid membership of 12,500 members and provides volunteer staff who assist in the operation of the Railway from a working volunteer membership pool of 1,700.

**3. Severn Valley Railway Charitable Trust Limited**, a company limited by guarantee (Company Reg, No.04341280) Registered with the Charity Commission (Reg.No.1092723). The focus of the SVR Charitable Trust is to generate funds:

- To enhance, maintain and restore SVR rolling stock and infrastructure.
- To provide educational and interpretive displays for the SVR
- To provide educational and heritage skill training used in the restoration, repair and operation of the SVR.

It also owns some rolling stock used on the SVR and employs its own paid staff and volunteers.

### **Our Staff**

**The Severn Valley Railway** is run by a team of 100 full-time equivalent paid staff and 1,700 volunteers. As part our commitment and recognition to our volunteers, we request that all paid staff give five volunteer days to the Railway every year, this may involve supporting key events, to include Santa Specials and Gala's.

### **Our Vision:**

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Registered Charity Number: 1092723





The Severn Valley Railway is a heritage railway of national standing, respected in its success in bringing the 'golden' age of steam travel to life, for the seamless historic integrity of its locomotives, rolling stock, buildings and structures and generating a real feeling of pleasure and enjoyment to those that visit and within its active supporters.

### **Our Mission:**

To enthuse and inspire an affection and understanding in our visitors and staff for the Severn Valley Railway and the bygone era of steam locomotion and heritage diesels through the operation and interpretation of the Railway infrastructure, locomotives, historic carriages and wagons.

### **Our Family Values**

The success of Severn Valley Railway is entirely due to the dedication, skills and knowledge of the volunteers and paid employees. Our culture - "the way we do things here" - reflects the shared attitudes, beliefs and behaviours that we value in each other. These family values define how we will all work together to deliver our Vision and Mission through:



- **Passion and Enthusiasm**
- **Professionalism**
- **One Team Approach**
- **Respect**

### **Passion and Enthusiasm**

With enthusiasm, you work to deliver a high quality service to meet personal, company and customer expectations. You are passionate about what you do, pursue a 'can-do' attitude in your work, ensuring it meets the needs of current and potential customers.

### **Professionalism**

You take ownership of your work and use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.

### **One Team Approach**

You work with others to reach a common goal; sharing information, supporting colleagues and customers, searching out expertise and solutions.

### **Respect**

**You are aware of your impact on others and your use of resources. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to our climate and surroundings.**