

Heart of England Community Rail Partnership (CRP) Chairperson Role Description & Person Specification

We are looking to recruit a volunteer chairperson for the Heart of England Community Rail Partnership who has the enthusiasm and drive to support the CRP, can effectively chair steering group meetings and is able to work with all partners to ensure the continued success of the CRP.

The Chairperson will:

Ensure the steering group functions properly:

- To coordinate with the CRP Officer the quarterly steering group meeting agendas and ensure meetings are run in accordance with the Terms of Reference
- To ensure meeting matters are dealt with in an orderly, efficient manner, actions are taken, carefully considered decisions are made and to arrange for accurate minutes to be recorded
- To bring impartiality and objectivity to meetings
- To facilitate change and address conflict within the board
- To review governance performance and skills
- To ensure the group has representation from all partners and communities covered

Ensure the steering group is managed effectively:

- To meet with the CRP Officer on a quarterly basis for a planning meeting prior to the main steering group meeting
- To ensure financial reports, progress reports and metrics are circulated to steering group members at least 7 days before the quarterly steering group meetings by the CRPO
- To facilitate change and mediate conversations should any conflicts arise
- To ensure the CRP is meeting its contractual obligations with funding partners and vice versa
- To ensure the CRP / line group Code of Conduct is always being adhered to

Represent the organisation:

- To act as a figurehead and effectively communicate the vision and purpose of the organisation to external partners in the rail industry, public sector bodies and the media
- To advocate for and represent the organisation at external meetings and events
- To be aware of current issues in rail and local communities that might affect the organisation

Exhibit the qualities and skills required to chair the CRP, as follows:

- Proven leadership skills and a willingness to lead this partnership
- Commitment to attend and give full attention to meetings and matters of partnership business
- Would be advantageous to have experience of the rail industry, community development and sustainable travel
- Good communication and interpersonal skills
- Impartiality, fairness, and the ability to respect confidences
- Ability to ensure decisions are taken and then actions followed-up
- Good time-keeping
- Possess qualities of tact and diplomacy

Time Commitment: The role of Chair requires an estimated average commitment of 3 hours/month. These hours will be Monday – Friday during the working day, however there may be a few occasions where events are in the evening or at weekends.

Dates for 2022

Steering group meetings (120mins):

Wednesday 9th March

Wednesday 8th June

Wednesday 14th September

Wednesday 14th December

Quarterly Planning Meetings with CRPO (60mins) Dates TBC:

March

June

September

December

CRP review meeting (90mins):

Monday 7th February

AGM (120 mins) TBC:

Monday 9th May

Interim stakeholder meeting (120mins) TBC:

Friday 2nd December (maybe in the evening)

Opportunity to attend additional events such as the CRN awards, CRN chair meetings and industry conferences/webinars.

About Us

Community Rail is about integrating stations into their communities and finding out how the railways can best socially and economically support the areas they serve. The Heart of England CRP covers 36 stations over 3 lines and serves a diverse range of stations, from rural request stops to larger urban stations. The partnership launched in 2019 with the first CRP Officer coming into role at the start of 2020.



The partnership is formed of 11 principal partners and funders:

- Coventry City Council
- Solihull Metropolitan Borough Council
- Stratford-on-Avon District Council
- Warwickshire County Council
- Warwick District Council
- Avanti West Coast
- Chiltern Railways
- CrossCountry
- West Midlands Railways
- Vintage Trains
- West Midlands Rail Executive

The CRP Officer is Julia Singleton-Tasker and the post is hosted by Warwickshire County Council

More information about the Heart of England CRP can be found at heartcommunityrail.org.uk.