



Please reply to: The Station, Buckfastleigh, S Devon TQ11 0DZ
☎ 01364 643536 FAX 01364 642170 e-mail richardelliott@southdevonrailway.org

Application for post of Permanent Way Ganger & Driver

Thank you for requesting details of this post. I have pleasure in enclosing the information pack. This contains

- Application Form
- General information for candidates
- Job description
- Person specification

This post is permanent and full time. The annual salary for the post will be commensurate with qualifications and experience but is expected to be in the order of £15,500 pa with some opportunity for overtime.

The post will be offered subject to a satisfactory medical examination by the company doctor. Kindly note that the closing date is 17th October and we expect to interview on 29th October. Should you not be available on that date, please advise us of this when returning your application form. If you have not been called for interview by this date then please assume that on this occasion that you have not been successful.

The railway is run, largely, by volunteers. Paid positions do arise from time to time and these are advertised on our web-site www.southdevonrailway.org

Thank you for your interest in the position and I look forward to receiving your application.

Yours sincerely

Richard Elliott
Company Secretary & General Manager

South Devon Railway Trust

Job Title: Permanent Way Ganger & Driver

Job Purpose: To enable railway operations by

- ◆ Effective leadership of the permanent way gang so that permanent way development & maintenance tasks are efficiently completed to a high standard.
- ◆ When rostered to do so undertaking footplate duties including driving steam & diesel trains.

Reporting On a day to day basis the post-holder reports to the General Manager. The post-holder is required to exercise an appropriate level of discretion in the discharge of the duties of the post but at the same time must ensure that the General Manager is kept informed of any matter requiring his attention.

Management The post holder will as necessary direct the work of other staff including volunteers detailed to assist in particular permanent way & associated tasks.

When acting as driver the postholder will direct the activities of other members of the footplate crew.

Operations The operation of the railway takes place within an environment governed by

- ◆ the Trust Rule Book
- ◆ a safety case approved by the HSE
- ◆ administrative instructions both written and verbal

Volunteers The post-holder will be required to pro-actively work with, and organise volunteers.

Safety To ensure the safe handling of all equipment and machinery provided.

General All tasks must be carried out with the following considerations in mind:

- ◆ utmost regard for the safety of public and staff alike is paramount
- ◆ the timely completion of tasks is a key requirement of all duties

Areas of responsibility

The postholder is responsible for skilfully undertaking a variety of tasks in the following areas

- maintenance of the permanent way
- new works
- maintain appropriate records in respect of work and inspections undertaken.
- maintenance of fences and linesides
- locomotive management
- the operation of trains with due regard for punctuality
- the areas listed are intended to be illustrative rather than exhaustive and where competent to do so the postholder will be expected to perform such equivalent duties which from time to time may be necessary.

South Devon Railway Trust

Person specification

Permanent Way Ganger & Driver

Attributes	Essential	Desirable	Assessed by
Education & training	A reasonable standard of education	Member of Permanent Way Institute.	Application
Knowledge	Considerable experience of PWay mtce.		Application/Interview
		Experience of heritage railways	Application/Interview
	Considerable experience of driving steam locomotives		Practical assessment
		Experience of driving diesel locomotives	Application/Interview
	Understanding of HSW and safe working practices		Application/Interview
		Certificated weed sprayer	Application/Interview
		Experience of maintaining fencing	Application/Interview
Organisational ability	Well organised & able to work with limited supervision.	Supervisory experience	Application/Interview
	Ability to prioritise & to work to deadlines.		Application/Interview
Communication	Good inter personal skills		Application/Interview
	Ability to communicate verbally & in writing		Application/Interview
Other	Physically fit and able to pass a footplate crew medical.		Medical Exam
		Full clean driving licence	Application

South Devon Railway Trust

Information for Candidates

The Trust

The South Devon Railway Trust is a Registered Charity. It operates the 6¾ mile long heritage railway between Buckfastleigh and Totnes. It has a small nucleus of paid staff but the majority of those operating the railway are volunteers. Trains run on about 230 days each year. The daily running season is generally from the end of March to the end of October with additional services at Christmas and New Year. Out of the running season is the time when significant maintenance tasks get carried out.

Whilst the Trust operates the railway a subsidiary company operates the shops and café.

Information about the Trust can be found on our website www.southdevonrailway.org

Terms of employment

Full details of the terms and conditions of employment will be provided as part of the selection process and on appointment to the successful candidate. The following are a brief indication of these.

No Smoking Policy

The Trust operates a No Smoking policy on its trains and in all its premises.

Probationary period

The Trust may require a six month probationary period during which time the employee is assessed on their suitability for their post.

Pay

Salaries are paid, by bank transfer, on the last working day of each month. Appointees are required to provide details of their bank account on their first day of work.

Hours

The basic working week is 40 hours, Monday to Friday. Exact times of duty are determined by the exigencies of the service and the need to run an advertised public service. In some cases additional hours and, or weekends will be required to be worked and further information about these arrangements will be given in advertisements, at interview and on appointment.

Part time staff will be generally appointed to work set times to accommodate specific requirements. Further information about these arrangements will be given in advertisements, at interview and on appointment.

Leave

The leave year runs from 1st January to 31st December. The basic entitlement is 20 days but additional leave is granted based on continuous service up to a maximum of 28 days. Bank & Public Holidays are additional.

The leave for part time staff is pro rata to that for full time staff. Taking of leave is by arrangement and there may be times when it is not possible to grant leave.

Pension

The Trust operates a contributory group pension scheme which employees are eligible to join. On appointment all new employees are advised of the arrangements.

The rights of employees under stakeholder legislation are not affected.

Physical Fitness

Some posts are physically demanding. Applicants for these must be physically fit and a medical examination may be required.

Thank you for your application.

Please note that you will only be contacted if you have been successful in gaining an interview.

South Devon Railway

Group of Companies

Application for Employment

Please complete the form as fully as possible. It will be used to assess your suitability for employment. Please write clearly in black ink.

Application for post of _____

Personal Details

Title _____ Surname _____ First names _____

Date of Birth _____ / _____ / _____

Address _____

Post Code _____

☎ No _____ E-mail _____

Current Employment Details (If you are not working **only** complete this section if you left in the last three months and state the date and reason for leaving.)

Employer/Company name _____

Address of workplace _____

Post Code _____

Home ☎ No _____ E-mail _____

Date started with this employer? _____ / _____ / _____

What is your job title? _____

Is this your sole regular employment? Yes/No

Give a brief description of the duties of your job.

Why are you looking for a new job?

What is your basic rate of pay? £ _____ Per wk/per annum.

Do you earn bonus? £ _____ Per wk/per annum

Does your employer provide a contribution to your pension scheme? Yes/No

What notice do you have to give?_____

Please give details of your employment history.

Start with the most **recent** job first. Please give a brief description of your duties the knowledge, experience and skills required.

Employer	Duties/responsibilities	From - To	Reason for leaving	Rate of Pay
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Please use a separate sheet of paper if necessary

Education & Training History – Secondary school/college/

School	From /To	Subjects	Grade
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Please give details of apprenticeships or qualifications obtained after leaving school.

Include details of certificates of competence and if relevant expiry dates

Subject	Qualification	Date obtained	Expiry renewal date

Please give details of work related skills in which you have obtained practical experience.

If you are studying for any further qualification at present please give details.

General information

Do you hold a full driving licence? Yes/No

Do you have any endorsements? Yes/No

Do you have any additional licence categories such as LGV? Yes/No

Please give details _____

Do you have any unspent criminal convictions? Yes/No

Do you require a work permit? Yes/No

If yes what is your nationality_____

Are you in good health? Yes/No

(candidates invited for interview will be asked to complete a medical questionnaire)

Are there any dates when you will not be able to attend for interview?_____

About yourself

Please provide brief details about your leisure time activities and interests.

Supporting statement

Please use this space to explain what you will bring to the job for which you are applying and why you are the person we should appoint. (use an additional sheet if necessary).

References.

Please give the name two people who may be asked to provide a reference. One of these should be a responsible person in your current employment who has firsthand knowledge of your work and performance.

Name _____

Position_____

Address_____

Post Code_____

Contact ☎ No _____

Name _____

Position_____

Address_____

Post Code_____

Contact ☎ No _____

We may request references before calling applicants for interview.

If you do not want a referee approached before interview please indicate.

Applicants' declaration

I hereby declare that the answers I have given are true and complete. I have not omitted any significant fact which may affect my suitability for employment with the South Devon Railway. I understand that if I am found to have made a false declaration in order to gain employment I render myself liable to summary dismissal. I understand that all payments will be made by payment direct to a bank, building society or giro account. If appointed I will give details of my account.

Applicants signature

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Date