Work Skills Role Description

For office use only: **VCE001**

Reviewed by: **KW/RC**

Date: **03/21**

TfW Station Adopter

Location of Position/Department: Llandudno Junction Railway Station

Responsible To: Melanie Lawton / Karen Williams

Time Commitment: As required

Purpose/Summary of Role:

As an adopter, the basic requirement is to submit at least two reports a month about the condition of the station. We will ask you to report on matters such as litter, graffiti, vandalism, lighting, information help points, and timetable information. If there are any issues that might need addressing, the Station Manager will ensure our maintenance operatives are aware so that they can be addressed.

Description of tasks:

- Submit at least 2 reports a month on the condition of the station to TfW's Community Rail Manager
- Report on litter, graffiti, vandalism, lighting and information help points.
- Tend to floral displays and or station gardens using appropriate equipment
- Attend regular 'check in and catch up' with colleagues from TfW, in person and over 'Teams'

Training & Support:

Work Buddy: Karen Williams / Melanie Lawton

- Induction to the organisation
- Safety briefing from TfW, for working on station platforms
- Full training on all aspects of the role

Reimbursement of Expenses:

Out of pocket expenses will be reimbursed as follows:

- Annual travel voucher which can be used on any of the UK rail network.
- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs reimbursed on receipt of valid ticket
- Lunch (conditions apply)
- Childcare (conditions apply)

How to Apply:

- Email referrals@creatingenterprise.org.uk or telephone 01492 588980

Line Manager's Signature: **Date:**