



Railway Preservation Society Ireland (RPSI)

Candidate Information Pack

For the position of **General Manager GM/24**



C.V's and covering letters are to be completed and returned by 12 noon on Friday 10th May 2024

April 2024

Dear Applicant

Welcome letter from the Chair

Thank you for expressing your interest in the post of General Manager with RPSI.

We are seeking a permanent General Manager to take responsibility for overall staffing and operational effectiveness of the RPSI and the day to day management of the Society. This role will be based at our Whitehead Railway Museum.

If you want to find out more, this information pack includes the following documents which you should refer to when completing your application:

- Background information on RPSI
- Job description and Person specification
- Guidance notes on completing and submitting your application

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink, reading "Peter Rigney", is centered within a white rectangular box with a thin grey border.

Dr. Peter Rigney
Chair, on behalf of the Board of RPSI

Background

Who We Are?

The Railway Preservation Society of Ireland (RPSI) was formed in 1964 to preserve Irish steam locomotives, carriages and rolling stock and to operate them on the Irish railway network for everyone to see, appreciate, enjoy and travel on. The Society currently has around 1,000 members from across the world and depends on its volunteers to keep its stock of steam trains operational.

The Society has its headquarters at Whitehead, County Antrim, and maintains an operational base in Dublin. It operates steam train excursions primarily from Dublin and from Belfast. The RPSI is a registered charity - Charitable Status Nos: NIC102389 (NI) and CHY6141 (RoI).

Our main activities

- The Society runs mainline trains on the Irish railway network using steam traction and vintage carriages. It also owns a small fleet of vintage diesel locomotives.
- RPSI carries out major locomotive and carriage refurbishment in our Whitehead workshops.
- The RPSI also operates a railway museum at Whitehead. In 2013, RPSI was awarded Heritage Lottery funding for a project to secure the railway heritage in Ireland for generations by enhancing the conservation and engineering facilities at the Museum.
- The Whitehead Railway Museum also has a cafe which is open throughout the year.

Staffing and Volunteers

RPSI currently employs a small complement of staff at our Whitehead base.

RPSI has been built on the work of volunteers and we currently have 240 registered volunteers (North and South) who give up their time to keep RPSI running. Many of our volunteers carry out work to preserve, conserve and restore railway vehicles. However, we also depend on volunteers to work on our trains, fundraise and sit on our committees.

Governance

RPSI is managed by a Voluntary Board and is empowered by its Articles and Memorandum of Association.

For further information on RPSI Please visit our website
<https://www.steamtrainsireland.com>

JOB DESCRIPTION- GENERAL MANAGER

- Reports to:** Chairperson of Board of RPSI (Hereinafter referred to as The Society or RPSI) or his/her nominated deputy
- Responsible To:** The Board of Railway Preservation Society of Ireland
- Responsible For:** RPSI employees and Volunteers
- Location:** Whitehead Railway Museum. There will also be a requirement for the post-holder to visit the Society's base in Dublin *as necessary*.
- Hours of Work:** 37½ *per week*
- Salary:** £45,000 *per annum* plus NEST Workplace pension
- Purpose:** The post holder is responsible for establishing and maintaining sound corporate and information governance within the RPSI including the implementation of board policies, the development and operational effectiveness and financial viability of the Society, in particular the Whitehead Railway Museum and to facilitate and develop the role and numbers of volunteers throughout the Society's activities.

Key Responsibilities

General

- The overall staffing and operational effectiveness of the RPSI and the day to day management of the Society.
- Attendance at RPSI Board meetings.
- Ensure all necessary administration is undertaken in a timely fashion for board meetings in conjunction with the Board Secretary.

Service Delivery

- Meet performance targets as set out in the RPSI business plan.
- Ensure the RPSI business plan is reviewed, updated and delivered with the support of the Board.
- Develop and manage the RPSI's museum status and oversee accreditation.
- Ensure that the RPSI's museum and heritage train operations meet acceptable standards of safety, quality and performance, in accordance with the Society's business plan and the requirements of funders.
- Ensure Whitehead Railway Museum attracts sufficient numbers of visitors and passengers to establish and maintain financial viability.

- Ensure Whitehead Railway Museum attracts sufficient numbers of volunteers to support and maintain its operations. To support encourage and guide volunteers *to facilitate* the successful operation of the site.
- To establish and maintain effective working relationships with other external organisations such as IE, NIR, and other tourist and heritage bodies.
- To develop and nurture partnerships with other bodies to ensure appropriate development of new and emerging income streams for the Society e.g. film makers, television companies, large companies within both jurisdictions.

Financial and Information Management.

- Undertake budgetary planning and control for Whitehead Railway Museum (in conjunction with the *Board* Treasurer).
- Report on key performance indicators and meet financial targets.
- Provide financial analysis and advice to the Board.
- Ensure compliance with RPSI financial systems and procedures and all external regulatory and audit requirements and full compliance with Information and Corporate Governance.
- Procure and operate ICT systems that meet the needs of Whitehead Rail Museum and the Society.

Human Resources

- Exercise line management responsibility for all RPSI employees and such volunteers holding special posts of responsibility.
- Develop and implement an effective workforce strategy for employees and volunteer development strategy.
- Build and develop capacity at individual and team level.
- Plan and implement staff development and training programmes to meet organisational needs.
- Maintain and implement constructive employee/volunteer relationships.
- Maintain and implement policies on workplace health and safety and welfare including AccessNI requirements.

Corporate Affairs

- Represent the interests of the RPSI across a range of external stakeholders, including statutory organisations, government bodies and charity regulators.
- Undertake formal presentations and media interviews as required.

- Influence and maintain effective working relationships with funding organisations, statutory bodies, and other museum and heritage groups, ensuring the RPSI meets its corporate, statutory and contractual obligations.
- Market and promote the RPSI as a major heritage visitor attraction both at Whitehead and as a 'Museum on the Move' i.e. The trains run by the Society throughout Ireland.

Property Management

- Devise and deliver arrangements for the safeguarding, upkeep and management of the RPSI buildings, property and assets, ensuring adequate provision of supplies, services and maintenance.
- Oversee day to day management of the station buildings, including the museum, *the cafe* and shop.

Review

- In consultation with the post holder, the RPSI may amend the job description to meet the organisation's changing needs.

PERSON SPECIFICATION- GENERAL MANAGER

	Essential	Desirable
Qualifications	Qualified to a minimum of degree standard or equivalent in any discipline.	
Experience	<p>A minimum of five years' demonstrable experience in a management role with:</p> <ul style="list-style-type: none"> • at least three years gained within a multi-functional organisation, reporting directly to senior management, a board, or equivalent. • at least three years of being accountable for managing a budget. • at least three years' experience of people management, including building and leading teams. 	<p>Experience of managing a successful visitor/heritage attraction.</p> <p>Experience of managing an organisation with charitable status <i>and /or</i> managing and motivating volunteers</p>
Skills and abilities	<p>Highly developed interpersonal skills with the ability to build effective relationships internally and externally and across all levels in the organisation</p> <p>Proven competency in business planning, measuring impact and achieving results.</p> <p>Excellent communication and presentational skills, with a proven ability to influence corporate decision making, key external interests and other stakeholders.</p> <p>Demonstrable commercial awareness with ability to drive and develop sales and revenue growth'</p> <p>Ability to use Microsoft packages to include Microsoft Outlook, Microsoft Word, Excel and PowerPoint.</p>	<p>Be familiar with and a user of social media such as Facebook, Twitter and YouTube to enable promotion of the Society</p>

Interest/ Knowledge	An interest in and commitment to the core work and aims of the RPSI	
Other	<p>Hold a full driving licence to carry out the duties of the post effectively. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.</p> <p>The successful candidate will be required to undertake a basic Access NI Disclosure</p> <p>Flexible approach to working hours recognising the need for some evening and weekend work to meet the requirements of the role.</p>	

Candidates shortlisted for interview will also be expected to demonstrate how they satisfy the following core competencies for the role:

- **Strategic Vision** - Demonstrates a broad-based appreciation of issues, events and activities and a perception of their longer-term impact or wider implications.
- **Creativity and Innovation** - Creates new and imaginative approaches to work-related issues. Identifies fresh approaches and shows a willingness to question traditional assumptions.
- **Leadership** - Motivates and empowers others in order to reach organisational goals.
- **Planning and Organisation** - Organises and schedules events, activities and resources. Sets up and monitors timescales and plans.
- **Problem Solving and Analysis** - Analyses issues and breaks them down into their component parts. Makes systematic and rational judgements based on relevant information.
- **Personal Motivation** - Commits self to work hard towards goals. Shows enthusiasm and career commitment. Persuasiveness - Influences, convinces, or impresses others in a way that results in acceptance, agreement or behavioural change.

Guidance notes on completing your application form

- Please submit a CV with a covering letter explaining how you satisfy the criteria set out in the Person Specification.
- You should ensure that you provide evidence of your experience in your covering letter, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities. RPSI cannot make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be **concise and relevant** to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel may reject your application.
- RPSI may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.
- The desirable criteria may be used for short listing if required.
- RPSI reserve the right to enhance criteria used for short listing if required.

Equal Opportunities

RPSI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Additional Information

Short-listing

RPSI may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.

The desirable criteria may be used for short listing if required.

RPSI reserves the right to apply enhanced short-listing criteria.

Timescale for Interviews

Candidates successful at shortlisting will be invited to interview on 3rd and 4th June with interviews being held at Whitehead Railway Museum.

Candidates should note that it may not be possible to offer alternative interview dates.

Application Deadline

The deadline for completed applications is 12 noon on Friday 10th May.

Your CV and covering letter should be submitted as below:

Electronic Applications:

gm@steamtrainsireland.com

The subject field should read GM Application

Hardcopy Applications

GM Application, RPSI, 22 Castleview Road, Whitehead, BT38 9NA

RPSI cannot accept incomplete submissions or submissions received after the closing deadline.