



Community Benefit Society (8486)

A RAILWAY OWNED BY THE COMMUNITY FOR THE COMMUNITY

Volunteers Information Pack

Alford Valley Community Railway Ltd (AVCR) is a Community Benefit Society with Charitable Status which was set up in 2020 and is run entirely by volunteers. We invite you to join us by volunteering to help run this much loved tourist attraction for the benefit of the community.

There are so many ways to get involved. You need not have experience or specific knowledge of the Railway, just enthusiasm, interest and a few hours to spare.

The Railway is committed to valuing the interests and talents of individuals and with continued support, we are confident that your time spent with AVCR will be a positive and fulfilling experience.

Each role has a key person assigned to them. There are other volunteers that have experience within the job role area and have been assigned as a point of call to answer questions about the role, discuss any issues you may be facing and provide guidance throughout your tasks.

Projects

We often have the opportunity to work on specific projects such as permanent way management, stock engineering, grounds maintenance, marketing and events management.

Station Host

AVCR couldn't function without people to meet, greet and welcome our visitors with a smile. We aim to provide a warm, welcoming atmosphere thus ensuring our visitors return again and again. Do you enjoy meeting new people and building community connections? Are you keen to share and provide local information to visitors?

As the AVCR Station Host no two days are the same, but you can expect to carry out some of the following tasks:

Introduction to AVCR

Entry fees and tickets - cash handling

Meet and greet visitors

Putting out signs and general housekeeping



Train Driver

You must aged 18 or over and be physically fit and a medical will be required (at AVCR's expense). If you already have a current one, please let us know. Drivers will be required to undertake Competency Assessment and Driver Training, which will be signed off by AVCR.

Duties will include: carry out first line maintenance, drive train between Station and Haughton Park and be a responsible person for the safe operation of the train journey. More details will be given through training.

Train Guard

Guards will be required to undertake Competency Assessment and Guard Training which will be signed off by AVCR.

Duties will include: train host duties, ensuring public safety whilst train is moving, assist train operations whilst in the stations, ticket sales and ticket checking.

Maintenance and General Ground Care

At AVCR there is always something to keep us busy, especially with regard to the maintenance of our grounds, track and trains. Have you any mechanical experience or enjoy a few hours gardening? There is a role for you within the General Maintenance Team.

Here are some tasks you could be learning and undertaking:

Gardening and keeping the outside area presentable and welcoming

Closing down for winter and re-opening again

Cleaning, painting and general repairs

Help with the engines and track

Marketing, Publicity and Social Media

This exciting, varied and essential role will see you working on the many aspects of administration and communication design to develop, sustain and engage audiences across a multitude of platforms. Working in this role will give you the opportunity to develop skills or hone your existing experience in some of the following areas:

Press releases

Blogs/vlogs

Merchandising

Social media

Leaflets/posters/branding

Newsletters



Fundraising / Admin Support

There are other roles which you can help with such as joining the Fundraising Team/Committee to come up with ideas and help raise funds, as well as some Admin Support helping with membership lists, rotas, stock control and ordering etc.

Trustee/Board Member

Alford Valley Community Railway Ltd (AVCR) is a Community Benefit Society with Charitable Status. It's Board of Trustees is elected annually by members. As a Trustee you must be a member of AVCR.

Joining the Board is a role in which you will be able to assist in the general running and organisation of the Railway. This role will give you the opportunity to discuss and problem solve any issues the Railway may be experiencing whilst also developing, alongside other Trustees, a collective vision and ambition for the Railway.

The Board usually meets once a month to discuss issues and developments. If you have relevant skills and experience and are interested in the present and future of the Railway, joining the Board could be the rewarding experience you are looking for.

Some tasks that the Board of Trustees undertake regularly are:

Strategic direction of organisation

Identify potential funding streams and submit funding applications

Develop and sustain links within the local community

Develop and deliver work plans

Establishing and sustaining links with Alford Heritage Museum, Grampian Transport Museum, Aberdeenshire Council, Donside Community Council etc

Ensuring compliance with statutory requirements

Provide your experience in accounting matters such as VAT and SORP FRS102

You are very welcome to come along to a couple of Board meetings to see what happens and/or become an Associate Board Member before joining as a full Trustee.

AVCR welcomes anyone who is willing to give their time for the benefit of the community.

