

Ashton Court Railway Manager – Job Description.

(Also identified in the handbook as 'The Manager of The Ashton Court Site').

- Principal activity: Operation and management of the Ashton Court site on behalf of the General Committee (except for the society's on-site workshop).
- Is a director of the limited company and also a member of the General Committee. As such, is a required attendee at committee meetings, is required to make progress reports of ongoing projects available to the Committee plus any changes and/or updates to operating procedures. Also negotiates budgets on behalf of the railway for ongoing and proposed future projects.
- Has particular responsibility for the safety of all activities carried out on the site (excluding the society's on-site workshop).
- Providing a suite of written procedures both electronically and in hard copy to enable the society to run a safe, viable, revenue producing miniature railway which recognises the requirements of our insurers and the H&S guidelines laid out in the document HSG216. Monitoring all documentation and updating if and when necessary.
- Applying the Society's safety policy as set out below:
 1. Operating a safe miniature railway.
 2. Improving safety where potential hazards are identified relating to the infrastructure, locomotives, rolling stock and sundry equipment used on site.
 3. The provision of training and/or regulation where a need is recognised.
 4. The implementation of maintenance and inspection schedules on specific assets.
 5. The provision of adequate records to support a commitment to safety.
- Support, encourage and adhere to practices laid out in the Society's Handbook, particularly with reference to public passenger hauling, maintenance, loco driver training and authorisation and private use of the railway.
- Appoint [~~assistants~~] key persons to support the operation of the site with particular emphasis on:
 1. Civil Engineering
 2. Permanent Way Engineering
 3. Electrical Engineering
 4. Mechanical Engineering
 5. Railway Operations
 6. Administration
 7. Safety Engineering
 8. Project Management
 9. Grounds maintenance
- Ensure that all locomotive drivers, visiting drivers and members are aware of the Code of Practice and it's importance in the safe and smooth running of the site.
- Produce the calendar covering public running days, club days and sundry private activities involving the railway and traction engine circuits. Also instigate and approve the production of an annual publicity document for distribution (3000 copies).

- Produce the 'Duty Managers' roster, to ensure that all public running days have a Duty Manager or person in charge who is responsible for all aspects of operations, including safety, manning and discipline. Endeavour to support the concept of a 'Buddy System' to assist the Duty Manager and further the training of those who may aspire to become a Duty Manager.
- Responsible for the ordering of coal from selected suppliers for the range of sizes required for the railway, traction engines and the exhibition.
- Support the objectives of the Club Days – the offer of structured learning, stress free running and the transfer of expertise in any or all of the disciplines needed to run the railway.
- Ensure the signing in/out procedure is adhered to by ALL visitors to the Ashton Court site (members, spouses and visitors).