



**Rheilffyrdd Ffestiniog ac Eryri
Ffestiniog & Welsh Highland Railways
Interpretation and Boston Lodge Project**



Construction Project Manager recruitment pack

1 Overview

This recruitment pack provides information on the post, the project and how to apply

Position	Construction Project Manager
Full or part-time	Part-time 0.5
Fixed term period	18 months
Salary	Up to £29,000 per annum pro rata
Closing date	8Aug22
Interview target date	23August22
Planned start date	September/October 2022

2 The project

It is also well worth watching the short project introduction video that can be found here:
[Video – Interpretation and Boston Lodge Project \(festrail.co.uk\)](https://www.festrail.co.uk)

The project can be explained in three inter-related areas:

Interpretation (telling the stories), Activities (engaging with people and developing skills) and Buildings (making Boston Lodge work better).

Principles

Principles underpinning the Interpretation and Activity Plan are

- Supporting visitors to learn about the history and heritage of the railway and Boston Lodge Works
- Engaging and inspiring volunteers to ensure the story grows into the future
- Working in partnership with the local community to better engage and involve people with the railway and its heritage
- Inspiring people to think about a career with the railway or Boston Lodge Works
- Supporting the resilience and sustainability of the organisation

These principles have informed decisions on what activities to include in the project and the ways in which the railway will be interpreted.

Activity Plan

There are five strands to the Activity Plan

- Traineeships in project management, operations, and interpretation contributing directly to the project and addressing skills gaps in the sector and developing skills suitable for high level jobs in the area.
- Work placements and outreach so young people particularly can learn practical skills that are focussed on the needs of the railway including infrastructure, works, marketing, interpretation and administration.
- Volunteer projects in interpretation and engineering which include the development of volunteer leaders. This will include research, capturing stories from local families, developing interpretation and guided tours and learning how to guide and lead workshops.
- Skills training and workshops including specialist heritage learning, project tours during construction to raise awareness of heritage skills, schools' workshops and experiences and public workshops.
- Guided tours of Boston Lodge.

To deliver this ambitious program will be the Project Manager along with an Interpretation Officer, a Training and Events Supervisor, an Engineering Volunteer Supervisor and a Work Placement Officer.

Interpretation (telling the stories)

Interpretation is all about telling the stories of the railway and we want to ensure that every point of contact is an opportunity to find out more. The visitor journey from website/poster to the stations, on to the trains and afterwards is being thought through to ensure visitors have a rich and rewarding experience that leaves them wanting to come back to visit or even volunteer.

A fundamental part of interpretation for FFWHR is story telling by staff and volunteers and the project will provide support to train people in both the key stories and how to tell those stories. Clearly there are far more stories than we can tell but the project will enable a good foundation of stories to be used effectively that can be added to over time. The stories will draw from those relating to the slate industry, the challenges faced by the railway (building and restoring), carrying passengers, the skills needed (then and now) the network of volunteers and their stories and links to local families and their stories.

To support the story telling there will be additional interpretation at the most visited stations (Caernarfon, Beddgelert, Porthmadog, Tan y Bwlch, Blaenau Ffestiniog) and picking up local stories at a some of the smaller stations. We are also looking at a simple app that can be downloaded onto mobile phones before a journey that will help people spot interesting features, without having them glued to their screens!

The project will see more regular tours of Boston Lodge giving people unparalleled opportunities to see behind the scenes and understand more about the development of the railway and what it takes to keep the wheels turning.

The new website had to be restructured to cope with Covid in 2020 and never had a proper chance to bed in but as we move through 2021 it will be adapted and developed to help visitors find out more as well as book trains and give opportunities for feedback and sharing of experiences afterwards.

Buildings at Boston Lodge

The work at Boston Lodge will support the underlying principles for the Activity and Interpretation Plans bringing historic buildings back into use, creating space for projects and making the site work better.

The restoration and building work at Boston Lodge includes:

- Completing restoration of the Blacksmiths to create space for volunteer projects.
- Building a new extension to the Blacksmiths to create the NLHF training and research centre that has storage space behind it for pallets.
- Repairing the Iron Foundry for use as both storage and space for volunteer projects
- Repairing the Brass Foundry and continue to use it for storage
- Demolishing the current Den and creating a new building expected to be used for storage displaced from elsewhere.
- Repairing the current electrician's workshop and oil store and extend it to provide better mess facilities, toilets and electrician's workshop.
- Building a new storage and visitor orientation area where the Old Waggon Shed used to be in the Top Yard (in-line with Plas Smart but on other side of roadway)
- Creating a small interpretation area at the end of the Old Engine Shed where guided tours will end.
- Building the new NLHF Small Loco Shed.

Funding

The delivery phase of the project is funded by:

[National Lottery Heritage Fund](#)
[The Ffestiniog and Welsh Highland Railway Trust](#)
[Ffestiniog Railway Society](#)

Project Staffing

To deliver this ambitious program will be the Heritage Project Manager along with an Interpretation Officer, a Training and Events Supervisor, an Engineering Volunteer Supervisor and a Work Placement Officer and a Construction Project Manager. There will also be three trainee posts covering Interpretation, Works Administration and Project Management.

3 The job

The FFWHR is looking for a part-time Construction Project Manager with experience of construction, including conservation to support the delivery of the £2m construction phase of the project. The role has two key components:

- a) providing day to day contact with the contractor on site
- b) liaising with Boston Lodge Staff to keep the site operational.

Underpinning this is the requirement to support the Heritage Project Manager and provide regular written reports.

The post is half-time for 18 months and would require the post holder to be able to be on site for part of most weekdays. The salary is pro rata of £29,000 per annum. Start date to be confirmed but expected to be September/October 2022 starting shortly before the contractor is due on site.

This would particularly suit someone familiar with both heritage railways and with construction project management who is able visit site most days.

Core skills:

- Experience of managing contraction and conservation work (E)
- Significant experience of liaising effectively with contractors and clients (E)
- Experience of managing contractors on a live operating site (E)
- Experience of monitoring capital and non-capital budgets including checking valuations against Bills of Quantities (E)
- Knowledge of railway safety (E)
- Strong project management skills (E)
- Excellent organisational skills (E)
- Highly effective communication skills, both oral and written (E)
- Mentoring or training skills (D)
- The ability to speak Welsh (D)

Appendix A provides a detailed job description

4 What we offer

We can offer you:

- A Salary of £14,500 per annum based on 0.5 FTE (pro rata of £29,000)
- Pro rata of a minimum of 28 days paid holiday per annum, inclusive of all bank and public holidays
- Enrolment into the company pension scheme after a qualifying period
- Company enhanced sick pay
- Travel benefits on the Ff&WHR and on national rail according to the Rail Staff Travel rules in place at the time of employment.

The contract is full-time for 18 months, starting in September or October 2022, based at Boston Lodge, Minffordd, Penrhyndeudraeth LL48 6HT. Candidates must be prepared to be flexible over working times / days and would be expected to be able to be on site most working days of week.

5 How to apply

Applicants must complete the application form and the equality and diversity form available on the website, along with a CV if you wish, and send them to nlhfapplications@ffwhr.com by 12 noon on 8Aug22.

Nlhproject.festrail.co.uk\careers

Anticipated interview date is 23rd August.

If you have any questions about the post please email nlhfapplications@ffwhr.com

Appendix A Job description