

☀️ JOIN OUR TEAM! ☀️

Swanage Railway

Volunteer Officer

Full-Time • Permanent • £27,000 per year
Based in Swanage (with travel across the Railway)

MAKE A DIFFERENCE AT THE HEART OF A HERITAGE RAILWAY

Over 400 volunteers help bring Swanage Railway to life.

We're looking for a **passionate, people-focused Volunteer Officer** to support, develop, and celebrate our incredible volunteer community.

This is your chance to help grow a vibrant, inclusive volunteer programme within one of Dorset's best-loved heritage attractions.

WHAT YOU'LL DO

- ✦ Lead volunteer recruitment campaigns
- ✦ Welcome and onboard new volunteers
- ✦ Be the main point of contact for volunteer support
- ✦ Coordinate training, inductions, and development opportunities
- ✦ Champion volunteer wellbeing, recognition, and communication
- ✦ Build community partnerships and support youth volunteering
- ✦ Maintain volunteer data and produce reports

WHAT WE'RE LOOKING FOR

- ✓ Experience working with volunteers or in a community/heritage/non-profit role
- ✓ Excellent communication and people skills
- ✓ Strong organisation and attention to detail
- ✓ Confident with Microsoft Office and digital tools
- ✓ Committed to inclusion, equality, and safeguarding
- ✓ A positive, proactive attitude and passion for heritage

Desirable: volunteer management experience, safeguarding knowledge, interest in heritage railways, driving licence

OUR VALUES

Integrity • Safety • Respect • Education • Empowerment

Help us make Swanage Railway a safe, inclusive, inspiring place for everyone

READY TO HELP SHAPE OUR VOLUNTEER COMMUNITY?

To apply or learn more, visit our website or contact the Learning & Community Engagement Manager.