



# Kent & East Sussex Railway

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## **VOLUNTEER PROJECT MANAGER – GREAT WESTERN RAILCAR**

If you are interested in a new challenge and have excellent analytical and communication skills, then we want to hear from you.

Position	Project Manager - Great Western Railcar
Purpose	To ensure the coordination and completion of the Great Western Railcar Project by overseeing all aspects of the project and communicating with all stakeholders on behalf of the Locomotive Delivery Manager.
Reporting to	Locomotive Delivery Manager
Responsibilities	Maintain the detailed project plan to be shared with all stakeholders. Ensure all activity is in accordance with the Safety Management
System (SMS).	Coordinate volunteers and any third parties/vendors as required Work with the Locomotive Delivery Manager (LDM) to ensure resource allocation Manage any changes to the project scope, schedule or costs. Measure project performance using appropriate tools and techniques. Perform risk management to minimize project risks. Maintain the project Risk Register and escalate as required. Maintain comprehensive project documentation and records as required by the LDM. Report on project progress and financial performance as required. Meet budgetary objectives. Ensure the project is delivered to the agreed timescale, within scope and budget. Perform any other reasonable duties requested by the LDM.
Key Skills	The successful candidate will be highly motivated and will manage and coordinate the project for the project life cycle. Will have a good knowledge and experience of Risk Management, Budget Management, IT, decision making, working with others, professionalism, leadership and change management.
Applications.	Applications together with C.V. should be made by <b>email only</b> to the General Manager on <a href="mailto:sdewey@kesr.org.uk">sdewey@kesr.org.uk</a> , on or prior to the closure date of 31 <sup>st</sup> May 2020.

## **The Kent & East Sussex Railway Company Limited**

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