



## **STATIONS CO-ORDINATOR**

With Lesley Farthing stepping down for personal reason we are seeking a Stations Co-ordinator.

Reporting direct to the General Manager, this is a key volunteer post responsible for effective communications between our Station Masters and the General Manager.

Working with the HR Department you will contribute to the resolution of staff relations issues.

You will represent Stations as necessary at Head of Department meetings and act as the channel to update station staff on operational, health and safety, training and topical matters.

You will organise and chair Station Master bi-annual meetings: to produce minutes and progress actions where appropriate.

As Stations Co-ordinator you will be free to plan your workload and prioritise activities including visiting stations `to walk the talk`. You will have regular contact with the General Manager, Station Masters and staff; and contact with other Departments on specific issues.

You should therefore be a good organiser, have good interpersonal skills, and be a team player with leadership qualities.

If you are interested in this post please contact Paul Conibeare, General Manager, by not later than 10 January.