

**Job Title:** MUSEUM DUTY OFFICER

**Employer:** BAHAMAS LOCO TRADING LTD

**Main location:** ENGINE SHED MUSEUM, INGROW WEST STATION ON THE KEIGHLEY & WORTH VALLEY RAILWAY, SOUTH STREET, BD21 5AX

**Background:**

The Bahamas Locomotive Society Ltd (BLS) is a voluntary-led group managed by its members, formed in 1967 to purchase, overhaul and operate a mainline steam locomotive 45596 *Bahamas* which was built in 1934. Subsequently, its scope enlarged to acquire and establish a museum of other locomotives and other railway-related artefacts which was open to the public.

BLS's Museum, on the Keighley & Worth Valley Railway (KWVR), opened in 2003 and is currently open seven days a week during school holidays and closed on Mondays at other times. In 2015, we joined with KWVR and the Vintage Carriages Trust to create Rail Story at Ingrow West station.

**Looking forward:**

- Continue to run *Bahamas* on the mainline
- Collect more locomotives and artefacts related to the story of the railway
- Develop our learning and community engagement programmes
- Introduce new exhibits and elements in the museum
- Enable our people to be confident in delivering a great visitor experience for all

We want to appoint an additional **DUTY OFFICER** to manage the Engine Shed museum and shop as outlined below.

**Basis:**

A permanent contract to run from as soon as appointed providing six hours work per week on a Sunday with standard hours being 10:30 to 16:30. There will be some opportunities for additional working to cover other duty officer's sickness and holidays. Whilst there are no formal break periods, the nature of the role will enable the job holder to have short periods of rest and refreshment 'on the job'.

**Pay:**

£10.50 per hour subject to annual review.

**Employer:**

Bahamas Loco Trading Ltd. (BL Trading Ltd.). This is a subsidiary of and the trading arm of BLS.

**Accountability:**

The job holder will report to a designated director of Bahamas Locomotive Society Limited.

**Location:**

The role is based at the Engine Shed Museum located adjacent to Ingrow West Station, Keighley & Worth Valley Railway. However, it may be necessary to support the work and activities of BLS elsewhere from time to time.

**Responsibilities:**

By its very nature, the role requires a wide ranging and flexible set of duties which will support the museum and educational activities of BLS.

The duties will include:

- Being the welcoming face of BLS in the Engine Shed and providing information to visitors about the museum, BLS and other relevant visitor attractions on the site; Carriage Works operated by the Vintage Carriages Trust (VCT) and the railway operated by KWVR.
- Opening and closing the museum. This will include responsibilities for the security of the building and exhibits when open. At times, this will include the adjacent Learning Coach when it is agreed it can be open to visitors.
- Collecting admission monies or checking membership cards/KWVR Rover tickets, which give free entry, the recording of visitor numbers using an Electronic Point of Sale (EPOS) till (training will be given) and cashing up at the end of the day.
- Informing visitors about Gift Aid opportunities and entering the details electronically on EPOS.
- Managing the museum shop which will involve making sales via the EPOS till, working with cash and taking card payments, the promotion of items on sale and maximising sales revenue and margins.
- Stock control and stocktaking.
- To promote BLS Membership and maximise donation opportunities.
- To manage telephone enquiries, deal with post and liaise with working members as required.
- To work closely with on-site voluntary staff.
- To liaise with VCT/KWVR personnel as required.
- While on duty, assist the Learning & Community Engagement Manager and learning facilitators with the preparation and delivery of school bookings and visits, events in the Learning Coach and general activities which are delivered as part of the learning and community engagement programme.

The above should not be considered to be an exhaustive list and hence other duties relevant to the ongoing development and safe and efficient running of BLS premises (building/yard/coach) may be required from time to time.

**Person Specification:**

The successful candidate must have

- Evidence of working and communicating with people/visitors.
- Excellent customer service skills.
- Good administrative and financial skills and evidence of using, or a willingness to learn, an EPOS (Electronic Point of Sale) till.
- A willingness to sometimes work alone (supported by appropriate safety systems).
- Evidence of having worked previously in positions of trust (working with people, handling money etc).
- An understanding of health, safety and security matters.
- Ability to work closely with voluntary staff.
- A flexible approach to working as it is often not possible to stick rigidly to normal working arrangements, especially during large events such as the KWVR Beer Festival.
- An interest in history and heritage, an enjoyment of sharing information with visitors and a willingness to embrace the story of the railway and the Keighley & Worth Valley Railway.
- Ability to pass a CRB check.

**Application Process:**

Please send a CV and a covering letter (no more than one side of A4) outlining your skills and experience which make you suitable for the role. We recommend that you use the elements from the person specification to create your response.

Applications should be emailed to Learning and Community Engagement Manager at [matt.arnold@ingrowloco.com](mailto:matt.arnold@ingrowloco.com) or contact him for postal details. For further information or questions about the role, please contact Matt by email or 07825 632123, or BLS Deputy Chairman, Frank Galvin, at [francisgalvin@btinternet.com](mailto:francisgalvin@btinternet.com) or 07733 324130.

Applications should include details of two referees who will be contacted should the applicant be offered the job.

Further information about us can be found at the following websites:

[bahamaslocomotivesociety.com](http://bahamaslocomotivesociety.com)

[railstory.co.uk](http://railstory.co.uk)

Last date for receipt of Applications: Monday September 12, 9:00am.

Interviews: w/b Monday September 26

Appointment Date: As soon as possible

18/8/22