

# Liverpool to Manchester

Community Rail Partnership

## Secretary (Voluntary)



*Connecting  
Communities  
by Rail*



*Based in Liverpool,  
Manchester or anywhere  
inbetween*



*approximately 4 hours  
per month*



*Strengthen and  
champion a growing  
Community Rail  
Partnership*

# The Opportunity:

The Secretary is elected annually and this information has been produced for anyone considering standing for the role.

The Secretary of the Liverpool to Manchester Community Rail Partnership supports the effective governance of the Executive Committee, helping ensure the Partnership continues to thrive across one of Britain's most historic railway corridors.

The Partnership works across the Chat Moss Line and Cheshire Lines Committee Line, bringing together local authorities, train operators, Network Rail, community organisations, station adopters and volunteers to strengthen the relationship between the railway and the communities it serves. As a member of the Community Rail Network (CRN), it delivers projects that support sustainable travel, accessibility, community engagement and local heritage, while working collaboratively with initiatives such as Rocket All Aboard.

Working with the Chair, Executive Committee and Community Development Officer, the Secretary helps ensure the Partnership operates effectively, transparently and in accordance with its governance arrangements.

Manchester Histories acts as the Accountable Body, providing financial management, governance, administration and strategic support to the Executive Committee, enabling informed decision-making and effective partnership delivery. It is also the Development and Delivery Partner for Rocket: All Aboard, the cross-regional programme celebrating the bicentenaries of the Rainhill Trials in 2029 and the opening of the Liverpool and Manchester Railway in 2030.

[www.manchesterhistories.co.uk](http://www.manchesterhistories.co.uk)

[www.rocketallaboard.co.uk](http://www.rocketallaboard.co.uk)

This is an opportunity to support a growing partnership, contribute to good governance and work with a wide range of organisations to create positive change for people and places across the Liverpool to Manchester corridor.



## The CRP Vision and Values

To create a well-connected, inclusive and sustainable rail corridor that brings lasting benefit to communities between Liverpool and Manchester.

**Inclusivity** – We ensure all communities feel represented, welcomed and involved in shaping their railway.

**Collaboration** – We build strong partnerships across sectors to deliver shared goals and positive outcomes.

**Sustainability** – We promote rail as a low-carbon, healthy and forward-thinking mode of travel.

**Community Voice** – We listen to and amplify local voices, placing people at the heart of everything we do.

**Integrity** – We act transparently, responsibly and in the public interest.



# Role Overview

The Secretary supports the effective operation of the Executive Committee by helping to maintain high standards of governance and ensuring decisions are accurately recorded and monitored.

Working alongside the Chair and Community Development Officer, the Secretary helps ensure meetings are well organised, accurate minutes are produced, agreed actions are tracked and key governance documents remain up to date.

The role combines good governance with practical committee support, helping the Executive Committee operate effectively and transparently.

## Candidate Profile

This role requires a collaborative approach, strong organisational skills and a commitment to supporting effective governance. The Secretary will work closely with the Chair, the Community Development Officer and the Executive Committee to help ensure meetings are well organised, decisions are accurately recorded and agreed actions are monitored.

Experience in public service, governance, administration, community development, the voluntary and community sector, heritage or business would be beneficial. Although the Partnership's work is centred on the railway and the communities it serves, previous rail experience is not essential.

The role requires an understanding of good governance, together with the ability to maintain accurate records, support the preparation of meetings and help ensure governance documents remain up to date.

The Secretary will communicate effectively, act with integrity, treat everyone with courtesy and respect, value different perspectives and foster an open, inclusive culture.

The Secretary will demonstrate the Partnership's values of inclusivity, collaboration, sustainability, community voice and integrity, while recognising the important role community rail can play in strengthening communities, connecting people and improving places across the Liverpool to Manchester corridor.



# Key Responsibilities

## Governance

- Support the Chair and Executive Committee in maintaining good governance.
- Help ensure decisions and agreed actions are accurately recorded and monitored.
- Promote transparency, accountability and effective decision-making.
- Support periodic reviews of governance documents and policies where appropriate.

## Executive Committee Support

- Work closely with the Community Development Officer to organise Executive Committee, Stakeholder Group and Annual General Meetings.
- Assist with preparing agendas, meeting papers and other committee documentation where required.
- Take accurate minutes and maintain a clear record of decisions and actions.
- Help monitor progress against agreed actions and follow up where appropriate.

## Partnership Working

- Build positive relationships across the Executive Committee and wider Partnership.
- Encourage collaborative working and shared ownership of the Partnership's objectives.
- Champion equality, accessibility and inclusion throughout the Partnership's work.

## Supporting the Community Development Officer

- Provide practical support to the Community Development Officer in the administration of the Executive Committee and wider Partnership.
- Assist with maintaining governance records and committee documentation.
- Support the smooth running of meetings, events and other Partnership activities where appropriate.
- Contribute to the continuous improvement of governance and administrative processes.

# Time Commitment

Approximately 4 hours per month (varying depending on activity), including:

- Four Executive Committee meetings & three Stakeholder Group meetings each year.
- The Annual General Meetings
- Preparation for meetings and writing minutes
- Regular liaison with the Community Development Officer.

## How to submit a nomination

If you wish to put yourself forward for this role please complete the nomination form on this link

[Secretary Nomination Form](#)

**Deadline for submission 02/09/26**



Salford City Council

