NORTH YORKSHIRE MOORS RAILWAY

NYMR

VOLUNTEER ROLE DESCRIPTION

ESTATES SUPPORT

START YOUR VOLUNTEER JOURNEY

Volunteers are the beating heart and soul of our much-loved living museum.

The North Yorkshire Moors Railway offers a wide range of experiences for those who love history, trains, and a unique experience. Volunteering presents you with the opportunity to meet new people from all walks of life. You'll gain worthwhile skills, and this can result in a real sense of achievement. Around 1000 volunteers work in various roles across the NYMR and they all bring something unique with them.

OVERVIEW OF ESTATES SUPPORT ROLE

There are a few areas that need your help in Estates. Admin support to our Estates Manager and the team. Stores Person to help our Estates and servicing team. Carriage cleaners for the external care of our running fleet. A degree of physical fitness will be required for the physical roles.

WHAT'S IN IT FOR YOU?

- becoming part of a friendly and dedicated team
- volunteering in a leading heritage environment and living museum
- learning new skills and taking on new personal challenges
- meeting new people and making new friends
- enjoying new experiences and gaining great personal satisfaction
- access to unique experiences, benefits, and discounts

We work hard to ensure that your volunteer experience with us is enjoyable and rewarding.

WHAT'S INVOLVED?

Admin Support
- assist with moving our legacy records from paper onto SharePoint
- assist with purchase orders
- recording of compliance related activities
- assist with the 10-year maintenance plan
- obtain quotes and estimates for responsive and planned maintenance activities
- maintain a record of utilities readings and support finance with utility billing queries Stores Person
- assist with ordering and maintaining stock for Estates and Servicing team
- arrange deliveries from Pickering to other stations and the carriage care facility.

Stores Person
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Carriage Cleaner
- support the Estates Servicing Team with the external care of the running fleet
- work with Carriage and Wagon to keep running orders up to date
- ensure ex works stock is ready for handover.

Caretaker
- carry out site inspection
- assist servicing team and station staff with minor cleaning tasks
- basic maintenance
- carry out compliance checks such as lighting and fire alarms
- report on condition of station buildings, offices and boundary structures
- some keyholder responsibilities

DESIRABLE SKILLS

Admin
- Will need reasonable IT skills and good attention to detail.

Stores Person
- Will need a degree of physical fitness and be able to drive.

Carriage Cleaner
- must have a degree of physical fitness and able to work outdoors
- some requirements to work at height (max 2.5m).

Caretaker
- must have a degree of physical fitness
- basic IT skills

TRAINING

Full training will be available to support you in any of the above roles. Initially you will be paired with an experienced member of the team for support and advice.

ADDITIONAL INFORMATION

WHERE YOU VOLUNTEER:
Pickering Station (YO18 7AJ)

TIME COMMITMENT:
We would warmly welcome volunteers who can offer their time across 1 day per week for each role or as much as you are happy to contribute.

UNIFORM & EQUIPMENT:
We will provide you with any PPE requirements appropriate to this role will be discussed with you. We are unable to provide uniforms but offer guidance on what is acceptable and how to obtain these items.

WHAT NEXT?
If this is a role that you are interested in, please complete an application form available on the NYMR website www.nymr.co.uk/volunteer, and a member of the Volunteering department will contact you shortly.

CONTACT US:
Thank you for considering volunteering at the NYMR. If you have any questions or queries you can contact us via email: volunteer@nymr.co.uk