



Volunteer Liaison Department  
Swanage Railway Trust Ltd.  
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## USEFUL INFORMATION FOR NEW VOLUNTEERS SPECIAL EVENTS / ADMINISTRATION / RESEARCH

The Swanage Railway Trust requires volunteers in the areas below as well as in its many other departments. If you have not seen a role elsewhere that suits you perhaps consider one of these, all vital to make the railway work. Half a day, a whole day, at Swanage itself, at one of our other stations or in some cases working from home. Whether local to Dorset or living further afield, there is much you can still do to help the Railway. Interested? Please read on.

**SPECIAL EVENTS:** (Which currently include Half Term Fun Weeks, Easter Specials, Branch Line Weekend, Steam, Diesel & Beer Festivals, and Santa Specials). Spread throughout the year ALL these need volunteers to help the events succeed. From car park assistants to leaflet distributors, from Hot Cross Bun or Easter Egg distributors to pint pullers, from sherry and mince pie servers to ..... The list is endless and there must be something in there somewhere for everyone!

Did you know, for example, that last year we ran nine days of Santa Specials, each day with four round trips, carrying a total of over 8,300 passengers! During these thousands of mince pies were served, together with an similar number of seasonal drinks and biscuits, as well as drinks served to all the children whilst they awaited the arrival of Father Christmas. A minimum of twelve volunteers is required for this undertaking. Will you join us for this year?

**ADMINISTRATION:** All organisations including our Railway need administrative help. Some of this will by necessity be at the Railway but some tasks may be available to be done from your home. Can you answer the telephone and advise or redirect callers as necessary? Are you computer literate? Can you help with booking some of the events we offer, (our dining trains, Santa Special services and Driver Experience days to name but a few)? Can you undertake general administration roles: photocopying, printing, or assisting such persons as our Health & Safety Officer (voluntary role), our Operations or Carriage, Locomotive & Wagon Managers with basic paperwork and record keeping to allow them more time to undertake their main roles on the Railway? Can you assist in our Membership Office at their busy times of the year? Some of these roles could possibly be undertaken at home if you have facilities there, and Emailed to the relevant person.

**RESEARCH:** Similarly all organisations need researchers. Not able to get to Swanage regularly but able to "surf the net"? How about undertaking research work to enable the Railway to avail itself of the many outlets of grant aid available through local and national organisations and grant agencies such as the National Lottery. Many of the volunteers already involved in areas of our railway history and preservation do not necessarily have the time or the skills to undertake this role themselves and are crying out for help Can you do it? If you are experienced in this area, but not necessarily in practical or railway skilled areas, would you like to help in a role vital to our continued existence?

**INTERESTED? WANT TO GIVE IT A GO AND JOIN US?** Half a day, a whole day, once a week or once a month (make us an offer!); at Swanage, one of our other Stations or from home there is much that can be done to help the Railway. Active or not so active, computer literate or not, WE NEED YOU, so do please consider contacting us for more information and becoming part of the large (currently nearly 600) group of volunteers who have made the Swanage Railway what it is today and hopefully what it will be for many years to come.

All volunteers are issued with identity passes which allow free travel on duty days on the railway. Free parking passes for use at Norden & Swanage car park areas on working days can also be issued and discounted catering facilities are available when working. Appropriate training will be given and in many areas other volunteers will be working with you and will give you support.

The Swanage Railway operates a documented Youth Protection Policy to safeguard children. The policy of the Swanage Railway Trust is that all Volunteers should be Members. For further information please contact:

Membership / Special Events / Santa Specials - Liz Sellen  
Telephone: 01929 475202 Email: [membership@swanagerailwaytrust.org.uk](mailto:membership@swanagerailwaytrust.org.uk)  
Research issues - Steve Doughty Telephone: 07860 108754 Email: [stephen.doughty1@btopenworld.com](mailto:stephen.doughty1@btopenworld.com)  
Or contact the Volunteer Liaison Department as above.

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