

Education Officer - Casual

- Casual opportunity
- Support our Education Team
- Suit someone with a background in education

About Puffing Billy Railway

Located in the picturesque Dandenong Ranges, *Puffing Billy Railway*, a Victorian State-owned entity, is Australia's premier preserved steam railway. Operating on the original mountain track from Belgrave to Gembrook, this century-old train offers a range of fun-filled experiences for visitors young and old.

A major tourist attraction, *Puffing Billy Railway* continues to be a popular destination for visitors, thanks to the tireless efforts of more than 300 volunteers and a small team of dedicated staff.

About the Opportunity

We are seeking an individual who is passionate about education to join the Puffing Billy Railway team on a casual basis. Your role as an Education Officer will be delivering school curriculum programs and customer service with a strong focus on visitor experience and liaisons.

Your responsibilities will include:

- Prepare and deliver high quality education programs.
- Provide high quality information and assistance to educational institutions, teachers and groups.
- Assist with administration duties, program bookings and visitor liaisons, ensuring that all enquiries are managed to a high standard.
- Participate in continuous improvement – learning and development programs and performance management programs.
- Adhere to all company values, principals, policies and procedures.

About You

The successful candidate will:

As the successful candidate, you will meet the following key selection criteria;

- Experience in preparing and delivering educational activities and programs.
- High level administration skills. Ability to manage all enquires in an efficient and effective manner.
- Advanced level of computer and information technology skills.



- Well-developed communication and customer service skills and the ability to develop positive working relationships.
- Self-motivated, enthusiastic and approachable personality.
- Relevant qualifications in Education and/or Interpretation and/or education/tourism industry experience.
- Experience in the education and/or interpretation/tourism industry.
- Victorian Working with Children's check and/or Victorian Institute of Teaching registration.
- Level 2 – First Aid

Apply now by emailing hr@pbr.org.au with a **resume and cover letter** outlining why you would be the ideal candidate for the position. Check the full position descriptions on our website www.puffingbilly.com.au/careers/.

Applications will be assessed as soon as received.

Puffing Billy Railway is a child-safe organisation and is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process. Employees are required to sign our Child Safe Policy and Code of Conduct, in addition to undergoing a Rail Safety Medical, participate in a National Criminal History Check and hold an employee status Working with Children Check. Evidence of COVID-19 Vaccination status is required from the successful applicant.

Puffing Billy Railway is an Equal Opportunity Employer. People from all backgrounds, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, and people with disabilities who have the relevant experience are encouraged to apply.

All applicants must have the right to work in Australia.

Our Values – Safety, Respect, One Team, Excellence, Integrity, Legacy, Fun!

Any personal information that you provide in your employment application will be used for the purposes of assessing your application and will be treated in accordance with our [Privacy Policy](#) (available from our website). If you are unsuccessful in securing a position with Puffing Billy Railway at this time, we will hold your application for 6 months, after which time it will be securely destroyed.



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