



## Volunteer Role Description

### About the Puffing Billy Railway Volunteering Experience

Puffing Billy Railway (PBR) offers a unique volunteering experience at this award winning tourist attraction. Each of our volunteer roles contribute directly to the smooth and safe running of PBR, with the passengers and visitors our number one focus.

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| <b>ROLE TITLE</b>              | <b>LOCOMOTIVE WORKSHOP TEAM MEMBER</b>   |
| <b>BRANCH</b>                  | <b>ENGINEERING</b>   |
| <b>LOCATION</b>                | Belgrave workshop  |
| <b>WHO THE ROLE REPORTS TO</b> | ENGINEERING MANAGER or delegate  |
| <b>MINIMUM COMMITMENT</b>      | One day per fortnight (minimum) – usually Wednesday evening  |
| <b>ROLE PURPOSE</b>            | Assist the Workshop team in the maintenance, repair and restoration of our heritage locomotive fleet.  |
| <b>SKILLS &amp; QUALITIES</b>  | <p>We are looking for volunteers who:</p> <ul style="list-style-type: none"> <li>• Are safety focussed</li> <li>• Love to get their hands dirty</li> <li>• Enjoy working hard and with a sense of purpose</li> <li>• Follow instructions well</li> <li>• Have an eye for detail</li> <li>• Enjoy working as part of a small dedicated team</li> <li>• Appreciate the sense of satisfaction from a job well done</li> <li>• Relevant trade or hand skills are highly regarded.</li> </ul> |
| <b>KEY DUTIES</b>              | <p>Duties will depend on the area of activity and any specific relevant skills, but may include:</p> <ul style="list-style-type: none"> <li>• Preparation and painting work</li> <li>• Support our dedicated team of mechanical fitters</li> <li>• Support for our project teams</li> <li>• Housekeeping and tool maintenance</li> <li>• Act as a representative of Puffing Billy Railway</li> </ul>   |
| <b>PHYSICAL CONDITIONS</b>     | <ul style="list-style-type: none"> <li>• Willingness to work in all weather</li> <li>• Ability to be on your feet for most of the day</li> <li>• Standing on constantly moving surface for long periods</li> <li>• Constant exposure to hot surfaces, dust, heat &amp; fumes</li> </ul>  |

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| <b>BENEFITS OF VOLUNTEERING AT PUFFING BILLY RAILWAY</b> | <ul style="list-style-type: none"> <li>• Being part of the volunteer team of an award-winning heritage railway tourist attraction</li> <li>• Volunteer recognition activities</li> <li>• Discounts on products, food and events</li> <li>• Free tea, coffee and hot chocolate when volunteering</li> <li>• Free parking</li> <li>• Regular news updates and social events</li> <li>• Opportunity for other volunteer roles subject to interest, availability and suitability</li> </ul> |
| <b>UNIFORM REQUIREMENTS</b>                              | Overalls, safety boots and other clothing items in keeping with the look of PBR era of significance.  |
| <b>TRAINING</b>  | All workshop volunteers are required to undergo a workshop induction in addition to the Pathways induction program. For specific tasks volunteers will be given instruction and training to help them to safely achieve a result they can be proud of.  |
| <b>LEADERSHIP</b>  | Informal  |
| <b>ON SITE WITH POSSIBLE ACCESS TO CHILDREN?</b>         | Yes   |
| <b>COMPLIANCE REQUIREMENTS</b>                           | <ul style="list-style-type: none"> <li>• Satisfactory and current Working with Children Check</li> <li>• PBR will conduct a National Police Check for our new volunteers</li> <li>• Category 3 rail safety health assessment which PBR will facilitate</li> <li>• Conflict of Interest Declaration</li> <li>• Participate in reaccreditation programs</li> </ul>  |

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| <p>Volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Behave in ways that are consistent with the Code of Conduct issued during the onboarding process</li> <li>• Agree to work in a manner that is safe for themselves, other volunteers and paid staff</li> <li>• Divulge any pre-existing medical conditions, injury or illness or changes to their health</li> <li>• Agree to undertake duties and the minimum service requirements as specified in this Volunteer Role Description</li> </ul> |
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*Puffing Billy Railway is an Equal Opportunity Employer of Staff and Volunteers and prohibits discrimination and harassment of any kind. PBR is committed to the principle of equal engagement opportunity for all employees and volunteers.*

*Puffing Billy Railway is also committed to promoting and protecting at all times the best interests of children and young people involved in its programs as visitors or passengers. PBR supports and respects all children, young people, staff and volunteers. We are committed to the continual development of inclusive practises.*

*Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct*



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

**Our Children, Our Focus, Our Future, Speak Up!**