



Youth Reference Group Member - Role Description

About the Puffing Billy Railway Youth Reference Group Member Experience

Puffing Billy Railway is committed to creating an inclusive organisation in which young people are empowered to voice their ideas and concerns, are listened to, and are recognised for their valuable contribution.

Youth Reference Group members are part of an ongoing team, with the opportunity to gain insight into Puffing Billy Railway (PBR), build individual skills in leadership and act in an advisory role, bringing youth voices into decision making. Young people will play a pivotal role in the consultation and implementation of the first PBR Youth Engagement Strategy.

ROLE TITLE	PUFFING BILLY RAILWAY YOUTH REFERENCE GROUP MEMBER
BRANCH	BUSINESS SERVICES
LOCATION	Across Puffing Billy Railway and online
WHO THE ROLE REPORTS TO	PBR Youth Engagement Mentors
MINIMUM COMMITMENT	Minimum of 12 months
ROLE PURPOSE	<ul style="list-style-type: none"> • Contribute to decision making in the development and review of PBR strategies, policies, programs, and projects. • Provide insights into the needs and priorities of young people.
SKILLS & QUALITIES	<p>We are looking for members who can:</p> <ul style="list-style-type: none"> • Contribute positively to the Youth Reference Group (YRG). • Actively participate in meetings, sharing of information and feedback. • Nurture an inclusive and respectful culture. • Respect members confidentiality. • Be contactable between meetings so ideas can progress. • Volunteer time to develop projects and attend events. • Take ownership of allocated tasks, ask for help if required and support other members with their tasks if you can. • Regularly attend meetings where possible.
KEY DUTIES	<ul style="list-style-type: none"> • Advocate on behalf of young people. • Advise Puffing Billy Railway on current youth topics and issues. • Provide an innovative way of thinking to inform PBR policies, procedures, and programs. • Ensure PBR is meeting the needs of young people in our community. • Brainstorm ideas on how PBR might reach and engage with more young people in our community. • Provide input on how PBR can improve the visitor experience of young people. • Assist PBR by evaluating existing programs and creating new ones.
PHYSICAL CONDITIONS	<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands. • Hand/arm movement i.e., stacking, reaching, typing, and sorting. • Walking on uneven surfaces. • Sitting at workstation. • Responsibility for the safety of others



BENEFITS OF BEING PART OF THE YOUTH REFERENCE GROUP AT PUFFING BILLY RAILWAY	<ul style="list-style-type: none"> • Gain valuable hands-on experience in the heritage railway sector. • Meet like-minded young people. • Network and meet people in the local community. • Build relationships with PBR staff, volunteers, mentors, and key stakeholders. • Increase skills and knowledge through professional development opportunities. • Free tea, coffee, and hot chocolate when attending committee meetings. • Free parking
UNIFORM REQUIREMENTS	<ul style="list-style-type: none"> • Neat Casual • Closed toed shoes
TRAINING	Puffing Billy Railway will provide a Mentor to support Youth Reference Group Members and a comprehensive induction program
ON SITE WITH POSSIBLE ACCESS TO CHILDREN?	Yes
COMPLIANCE REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory and current Working with Children Check (Over 18's) • Participate in PBR induction program. • Under 18's require parent/guardian consent.

Youth Reference Group Members are required to:

- Behave in ways that are consistent with the Code of Conduct issued during the induction process.
- Understand PBR is a ZERO DRUG AND ALCOHOL workplace – workplace participants may be subject to unannounced drug and alcohol testing.
- Agree to work in a manner that is safe for themselves, volunteers, and paid staff.
- Agree to undertake duties and the minimum service requirements as specified in this Youth Reference Group Member - Role Description.

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 committed, always to promoting and protecting 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.

Please acknowledge by signature below you have read and understood the Youth Reference Group Member - Role Description –

Name of Volunteer:	Name of Guardian if under 18:
Signature:	Signature:
Date:	Date:



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!