



## ASSOCIATION OF TOURIST & HERITAGE RAIL AUSTRALIA

ABN 19 755 744 868

### Position Description

<b>Position:</b>	Volunteer Records Officer
<b>Location:</b>	Remote from home
<b>Hours:</b>	Nominally two hours per week, with more hours as required on occasions.
<b>Date:</b>	12/02/2020

### Primary Purpose

The Volunteer Records Officer manages all records relating to training and assessment of the ATHRA competency packages for ATHRA members.

In addition to experience in managing files and databases, key to the success of this role will be an attention to detail, an ability to think laterally to find practical solutions, a willingness to show initiative and be proactive, and a strong 'can do' attitude coupled with an ability to deliver.

### Organisational Environment

The Association of Tourist and Heritage Rail Australia (ATHRA) is a volunteer, not-for-profit incorporated entity that supports and promotes heritage rail operations and museums across Australia. Its board comprises up to 14 volunteer members, providing services and support to more than 20,000 volunteer workers engaged in heritage rail activities across Australia, and representing the interests of the heritage rail sector to government and regulators.

ATHRA requires adaptable, resourceful and flexible people with a desire to be part of this important support organisation.

Competency and its management is one key requirement for rail operators. ATHRA has developed a series of training packages that it provides free of charge to its member organisations, covering specialist fields such as steam train driver, and provides an assessor service to its member organisations at minimal cost.

It currently has a need for a manager of the competency records.

ATHRA receives no government or corporate funding, and relies on the efforts of its volunteers, sponsorships and grants to provide its services. It supports the largest group of volunteers working on the largest and most complex heritage items in Australia.

### Key Responsibilities

The Volunteer Records Officer will contribute to the overall success of ATHRA by:

- Maintaining the ATHRA training and assessment records spreadsheet or database
- Issuing certificates to ATHRA assessors as required by the ATHRA Board
- Manage the Record Officers post office box (located as preferred by ATHRA Records Officer)
- Validate all candidate assessments submitted by assessors
- Issue ATHRA certificates to candidates by email (cc Railway Training Officers)
- Record all ATHRA certificates issued

- Liaise with ATHRA assessors as required
- Liaise with ATHRA treasurer on matters relating to costs/payments of assessments
- Take instruction on ATHRA assessment process and forms from ATHRA Chief Assessor.

### **Key Role Dimensions**

The Volunteer Training and Assessment Administrator will report to the board.

This role is based primarily from home, with communications via telephone and email.

This is an ongoing volunteer position that is expected to need a commitment of up to three hours per week.

### **Selection Criteria**

The following selection criteria are mandatory:

1. Attention to detail.
2. Demonstrated ability to manage information and documentation. .
3. Highly developed ability to build and maintain strong positive working relationships; excellent interpersonal and communications skills with the ability to liaise effectively across a variety of stakeholders.
4. Highly organised with demonstrated initiative and proven time management ability in order to prioritise workflows, tasks and workload, and ensure deadlines are met.
5. Proven attention to detail coupled with a demonstrated flexible and practical approach to problem solving and a passion for best practice and continuous improvement.

The following selection criteria are not essential, however highly desirable and would be an advantage:

1. Understanding of heritage rail operations
2. Experience or awareness of the requirements of working in, and an enthusiasm for, heritage, cultural tourism, regional attraction management sectors, not for profit organisation environments.