

Hunter Wildlife Rescue Portfolio Role Statements

| | |
|---|---|
| General Selection Criteria: | 2 |
| Area Coordinator | 2 |
| Disaster Coordinator | 2 |
| Education Officer..... | 3 |
| Fauna Database Officer..... | 3 |
| Fundraising Officer | 3 |
| Media / Publicity Officer | 4 |
| Social Media Officer..... | 4 |
| Membership Officer..... | 4 |
| Member Support Officer..... | 5 |
| xMatters Coordinator | 5 |
| Training Officer | 6 |
| Uniform Officer | 6 |
| Vet Liaison Officer | 6 |
| Vet 'Phone Officer | 7 |
| Newsletter Coordinator | 7 |
| Webmaster | 7 |
| NSW Wildlife Council ^{Inc} (NWC) Member's Representative(s)..... | 8 |
| Port Stephen's Koala Plan of Management Member's Representative(s) | 8 |

General Selection Criteria:

1. Be a member of Hunter Wildlife Rescue.
2. Be of good standing in the group.
3. Be available to members for advice.
4. Have good communication and interpersonal skills with members and members of the public that reflects positively on Hunter Wildlife Rescue.
5. Maintain records appropriate to the role.
6. Present any reports to Management Committee as requested and a final report prior to the AGM.

Area Coordinator

Role: The Area Coordinator role aims to help build solidarity between members and support new members to become involved and get to know other local contacts. No experience other than a desire to build local networks is required.

Responsibilities:

1. Liaise with local members and encourage teamwork and development.
2. Welcome new members and help them to get to know other local contacts and become activated.
3. Be involved in local issues relevant to wildlife welfare.
4. Identify local needs and suggested solutions that may need to be addressed.
5. Liaise with and support local Species Coordinators.

Disaster Coordinator

Role: To be prepared for population level disasters of local wildlife and to coordinate all disaster responses.

Essential Qualifications: Must have good people skills and a sound knowledge of Hunter Wildlife Rescue operations.

Responsibilities

1. Review Hunter Wildlife Rescue Disaster Plan and oversee the running of the Hunter Wildlife Rescue Disaster Team.
2. Coordinate maintenance of the Hunter Wildlife Rescue Disaster Trailer.
3. Coordinate training for team and members in search and rescue.
4. Retain a list of all Hunter Wildlife Rescue personnel who have attended training or wish to be

involved in disaster work.

5. Be in contact with all appropriate Government Departments regarding disaster rescue work.

Education Officer

Role: To educate members of the public in relation to wildlife and the role of Hunter Wildlife Rescue.

Essential Qualifications: Must have good people skills and knowledge of Hunter Wildlife Rescue operations.

Responsibilities

1. Coordinate talks to community groups, schools and at events held by Hunter Wildlife Rescue.
2. Coordinate production of education material.
3. Establish an educational programme and a kit for use in talks.

Fauna Database Officer

Role: To maintain an updated database of all fauna reported, encountered or rescued (as required by the reporting standards within Section 15 of the OEH Code of Practice for Injured, Sick and Orphaned Protected Fauna) as provided by the members and provide information to the Management Committee as per the conditions of the NPWS General License.

Essential Qualifications: Must have computer skills including knowledge of Excel Databases.

Responsibilities

1. To enter all data for fauna rescued by members, as provided by the members.
2. Return data with allocated codes to members.
3. Provide collated data as required by the Management Executive.

Fundraising Officer

Role: To promote and support events to raise funds for Hunter Wildlife Rescue.

Responsibilities

1. Seek opportunities for fund raising activities.
2. Coordinate all fundraising events and activities.
3. Maintain a list of all local area activities being held monthly and annually.
4. Maintain a list of all Hunter Wildlife Rescue members who wish to be involved in fundraising activities and events.

5. Coordinate the production of all material needed for fundraising stalls and events.
6. Follow the appropriate rules set out by Racing and Gaming of NSW and Hunter Wildlife Rescue policies.

Media / Publicity Officer

Role: To promote the work of Hunter Wildlife Rescue to the broader community through all media whenever possible.

Responsibilities

1. Coordinate media stories about any events involving Hunter Wildlife Rescue.
2. Work with members for stories and photos.
3. Write media releases when needed.
4. Retain a list of names and contacts for all local media personnel.

Social Media Officer

Role: To promote the work of Hunter Wildlife Rescue to the broader community via social media platforms, including Facebook and Instagram.

Responsibilities

1. Coordinate media stories about any events involving Hunter Wildlife Rescue.
2. Work with members for stories and photos.
3. Develop and curate engaging content for social media platforms.
4. Interact with users and respond to social media messages, inquiries, and comments.
5. Approve/decline and monitor Members Only Facebook page.

Membership Officer

Role: To maintain an accurate data base of all members, contact details and Hunter Wildlife Rescue history, including training and rescue/rehabilitation authorisation, to meet the policy requirements of Hunter Wildlife Rescue and legal requirements of NPWS.

Essential Qualifications: Must have computer skills including knowledge of Excel Databases.

Responsibilities

1. Maintain the Hunter Wildlife Rescue Member Register including entering all new membership data as required by the Constitution, checking the accuracy of the database of all renewing members, ensuring regular back-up to protect data.

2. Provide accurate current data to the Management Committee, in relation to:
 - a. New member applications
 - b. data as required by the Management Committee.
3. Send out annual membership cards to members on renewal of membership.
4. Send out welcoming letter to all new members informing them of the next available Introductory and Basic Rescue training.
5. Establish a list of member mentors and allocate to new members, providing phone or email contact details.
6. Contact buddies and inform them of their new member prior to introductory course.
7. Within one month of completing the Introductory and Basic Rescue training, contact all
8. new members regarding activation.

Member Support Officer

Role: The Member Support Officer position is to provide necessary support to the Membership Officer, particularly, but not exclusively, in the area of new member support.

Typical duties include:

1. Assisting the processing of member applications
 - reminders for payment,
 - sending out a welcome pack.
2. New Member Enrolment
 - assigning to an introductory workshop,
 - monitoring completion of the Introductory workshop,
 - arranging mentoring,
 - assisting new members to activate xMatters and access other HWR systems.

xMatters Coordinator

Role: To ensure the ongoing relationship with the xMatters team at WIRES.

Essential Qualifications: Must have ongoing access to a computer and mobile phone reception.

Responsibilities

1. To monitor the emails from the xMatters team at WIRES, detailing the results of rescues and user performance. Emails are directed to a dedicated Hunter Wildlife email account.
2. To assess performance and provide reports to the Management Committee.

3. To advise the xMatters team at WIRES of changes to membership accreditations and additions or removal of species.

Training Officer

Role: To coordinate and oversee all training workshops.

Responsibilities:

1. Coordinate Species and other training courses.
2. Coordinate and book venues as required.
3. Provide and supply catering for courses.
4. Coordinate all notes for all courses.
5. Work with the Management Committee and Members Officer regarding training courses.
6. Maintain a training register of all participants for each course.
7. Forward a list of all members' names who have attended a course to the relevant Species Coordinators, and Membership Officer.

Uniform Officer

Role: To coordinate the ordering and purchasing of Hunter Wildlife Rescue clothing.

Responsibilities

1. Take purchase orders from members and manage finances associated with uniforms.
2. Fill orders through purchasing items.
3. Have items printed with logo, etc.
4. Collect and arrange delivery to members.

Vet Liaison Officer

Role: To ensure a positive working relationship continues between vet practices and Hunter Wildlife Rescue.

Responsibilities:

1. To liaise with and provide positive support to veterinary practices in working with Hunter Wildlife Rescue.
2. To provide Hunter Wildlife Rescue pamphlets and other relevant support to local vets (e.g., pouches).

Vet Phone Officer

Role: To answer the HWR Vet Hotline, give advice and/or arrange animal collection and initial care placement.

Responsibilities

1. Maintain and hold the phone.
2. Answer in a well-mannered way at all times.
3. Give advice when needed if you can answer the question.
4. If not, refer query to the Species Coordinator or experienced approved rescuer or carer.
5. Either post onto WhatsApp group for the fauna to be picked up and follow up that it has been picked up and is in care,
6. Or contact the Species Coordinator for advice or to speak with the vet clinic.

Newsletter Coordinator

Role: to coordinate and prepare the Hunter Wildlife Rescue newsletter at intervals set by the Management Committee.

Responsibilities:

1. To be available to prepare the newsletter.
2. To liaise with members to develop material to be published in the newsletter.
3. To liaise with the Management Committee to edit the newsletter to ensure accuracy of content before sending it out to members.

Webmaster

Role: to coordinate and maintain the website www.hunterwildlife.org.au for the group.

Responsibilities:

1. Ensure the currency of the website.
2. Liaising with the Management Committee for upcoming events, upcoming training, or news items.
3. Liaising with the Newsletter Coordinator for sharing stories and material which can be published on the website.
4. Undertake training for website editors and authors.
5. Manage the users of the website, i.e., username and password maintenance.

6. Manage the maintenance contract for the website and liaise with the contractors.

NSW Wildlife Council^{Inc} (NWC) Member's Representative(s)

NWC Position Description: Member's Representative (also extends to an Alternate Representatives in the absence of the Member Rep) to the NWC attending regular meetings in Sydney and participating in the work of the council.

1. Regularly attend Council meetings and important related meetings.
2. Makes serious commitment to participate actively in Council work.
3. Volunteers for and accepts assignments and completes them thoroughly and on time.
4. Stays informed about Council matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
5. Gets to know other Council members and builds a collegial working relationship that contributes to consensus and co-operation.
6. Is an active participant in the Council's evaluation and planning exercises.
7. Reports on Council matters as required by member(s).

Port Stephen's Koala Plan of Management Member's Representative(s)

Hunter Wildlife Rescue has a historic association with Port Stephens Koala Plan of Management and continues to have a representation on the Committee.

Position Description: Member's Representative (also extends to an Alternate Representative).

1. Ensures that at least one of the above representatives attends meetings.
2. Stays informed of environmental matters impacting on Koalas.
3. Is an active participant in the PS Koala Plan of Management evaluation and planning exercises.
4. Provides a brief written annual report to the Management Committee prior to the AGM.