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## **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.

## **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.

## **Fund Raising Team – Including Grants, Fundraising events and Corporate sponsorship**

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

## **Responsibilities**

1. Appoint Fundraising Team leader in collaboration with other members of Fund-Raising Team to be approved by Management Committee and/or Management Committee appoint Fundraising team leader.
2. Collaborating with fundraising team on fundraising activities.
3. Seek approval from the Management Committee for all fundraising activities.
4. Follow the appropriate rules set out by Racing and Gaming of NSW and Hunter Wildlife Rescue policies.
5. Seek opportunities for fund raising activities.
6. Coordinate all fundraising events and activities.

7. Maintain a list of all local area activities being held monthly and annually.
8. Maintain a list of all Hunter Wildlife Rescue members who wish to be involved in fundraising activities and events.
9. Coordinate the production of all material needed for fundraising stalls and events.

## **Media /Publicity Team**

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

### **Responsibilities**

1. Appoint Media Team leader in collaboration with other members of Media Team to be approved by Management Committee and/or Management Committee appoint Media team leader
2. Submit all media releases to the Executive Management Committee for prior approval.
3. Coordinate media stories about any events involving Hunter Wildlife Rescue.
4. Work with members for stories and photos.
5. Write media releases when needed.
6. Work with social media and website manager for media release.
7. Retain a list of names and contacts for all local media personnel.

## **Membership Officer**

**Role:** To maintain an accurate database 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 new members regarding activation.
8. Annually, in September, the Membership Database to be reviewed for non-renewing members.

## **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.

## **HWR Vet Phone Officer**

**Role:** To ensure that the HWR direct phone number is answered by competent operators.

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

### **Responsibilities**

1. To ensure that calls are accepted from veterinarians requesting pick-ups.
2. To ensure that direct calls are accepted re administration matters.
3. To advise rescuers on the WhatsApp “Pick Up & Rescue” group (or by other acceptable means) of pick-ups from veterinarians.
4. To provide administration advice, as directed, from time to time.

## **Training Team**

**Role:** To coordinate and oversee all training workshops.

### **Responsibilities:**

1. Appoint Training Team leader in collaboration with other members of Training Team to be approved by Management Committee and/or Management Committee appoint Training team leader.
2. Coordinate Species and other training courses.
3. Coordinate and book venues as required.
4. Provide and supply catering for courses.
5. Coordinate all notes for all courses.
6. Work with the Management Committee and Members Officer regarding training courses.
7. Maintain a training register of all participants for each course.
8. 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).

## **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 out to members.

## **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. Coordinate with media team, webmaster, and fundraising team.
3. Work with members for stories and photos.
4. Develop and curate engaging content for social media platforms.
5. Interact with users and respond to social media messages, inquiries, and comments.
6. Approve/decline and monitor Members Only Facebook page

## **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 and Social media officer 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<sup>Inc</sup> (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 representative 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.