

Hunter Wildlife Rescue

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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.

Fundraising Team – including Grants, Fundraising events and Corporate sponsorship

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

Responsibilities

1. Management Committee to appoint Fundraising Team Leader to be responsible for leading the fundraising strategy, communicating to internal and external stakeholders and coordinating the Fundraising Team
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 NSW Fair Trading and Hunter Wildlife Rescue policies.
5. Seek opportunities for fundraising 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 Officer

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

Website Officer

Role: To coordinate and maintain the website '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^{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 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.

Accounts Officer

Role: To work with and provide support to the Treasurer

Core Duties and Responsibilities:

1. **Data Entry & Ledger Maintenance:** Recording day-to-day financial transactions, including purchases, sales, receipts, and payments into accounting software (e.g. Xero)

2. **Bank Reconciliation:** Matching financial records against bank statements to confirm accuracy.
3. **Accounts Payable (AP):** Managing vendor invoices, verifying accuracy of goods & services being invoiced, scheduling payments and communicating with vendors as required.
4. **Accounts Receivable (AR):** Creating invoices, sending them to customers, and tracking payments so that funds are received in a timely manner. May include liaising with customers.
5. **Support: Financial Reporting:** Producing monthly reports such as income statements and balance sheets for the Treasurer and Committee.
6. **Inventory management:** (if applicable). Will include minimum stock quantities ownership required and goods currently in stock. Procedure for incoming and outgoing of goods. Six monthly stocktake to be conducted
7. **BAS preparation:** quarterly BAS preparation and lodgement (if applicable)
8. **Budgeting and Forecasting:** Assistance as required
9. **Governance:** Assistance in creating and maintaining strong internal controls for the organisation
10. **Cashflow management:** Assistance as required
11. **Ad hoc queries**

Qualifications and Attributes:

1. **Financial background:** working knowledge of up-to-date online software packages including accounting, financial management and point-of-sale, eg Xero and square, PayPal and others that are typical of Not-for-Profit donations-based organisations.
2. **Ability to work autonomously and in a team environment**
3. **Good communication skills**
4. **Proactive with strong organisation skills and attention to detail**
5. **Respectful and team player**