



Position Description

HONORARY VICE PRESIDENT

Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC) was established by Ballarat wildlife carers and veterinary professionals to respond to the growing need for specialised care of sick and injured wildlife in Ballarat and surrounding areas.

BWRAC also support and promote wildlife conservation through education, advocacy and research.

The Vice **President** works collaboratively with the President and the executive committee to set organisational goals and lead strategic planning for the organisation. Goals include, community outreach, fundraising, advocacy, education and research.

Your role is to support the President in engaging with key decision makers, community, business and in the Ballarat region help achieve better outcomes for wildlife.

The Vice President also leads the Research Subcommittee and will take the lead in grant writing, managing grant applications and securing informal and formal collaborations with external parties.

Vice President responsibilities:

- Actively participate in the BWRAC Executive activities and meetings etc.
- Lead the research subcommittee and drive collaborative research projects for BWRAC.
- Seek research project collaborations between BWRAC members and external stakeholders to improve the welfare and conservation of wildlife.
- Oversee and develop research partner agreements to be presented to the committee for approval.
- Seek and present grant opportunities to the committee, oversee grant proposals and manage grant applications in line with BWRAC strategic goals.
- Work with the executive committee and external stakeholders to coordinate compliance with grant requirements.
- Work with the treasurer and the secretary to oversee the reporting and acquittal process for grants.
- Support strategic planning activities, help define goals and work with the BWRAC executive committee to implement projects and initiatives that align with the BWRAC mission and values.



- Ensure the executive as an organisation operates with the highest standards of governance, ethics and transparency.
- Ensure the organisation operates with sound financial management of the organisation.
- Establish and nurture strategic relationships with key decision makers in local and state government, education, wildlife welfare and conservation community organisations, local veterinary practices, and wildlife shelters etc.
- As needed, act as a spokesperson for the organisation by attending community events, providing statements to the media etc.
- Participate in community events, to help educate and advocate for the welfare and conservation of wildlife in Ballarat.
- Search for and secure sponsorship and partnerships that will build organisational capacity and build community awareness about wildlife welfare and conservation.
- Work closely with BWRAC executive members to understand how the organisation is progressing in achieving set goals.
- Maintain an awareness and knowledge of the organisations finances, budgets and financial reports.
- Contribute to the production of annual reports, newsletters and other communications where appropriate.
- Ensure campaigns, fundraising and projects are in line with strategic goals.
- Contribute to the development of systems, policies and processes for BWRAC as required.

Legal & Regulatory

- In collaboration with the BWRAC Treasurer, ensure compliance with registered fundraising activities and reporting.
- Ensure the organisation does not operate while insolvent.

Governance

- Work with the BWRAC executive to ensure the ACNC Governance Standards are met. These are a set of core, minimum standards relating to charity governance and how a charity is run – including its processes, activities and relationships. REFER TO BWRAC'S ACNC GOVERNANCE AGREEMENT.
- Ensure sub-committee team members comply with BWRAC policies and behave in a manner that is respectful, lawful, and responsible.
- Ensure all documentation is stored and filed in BWRAC's Microsoft OneDrive and labelled appropriately, along with agendas and minutes of sub-committee meetings recorded accurately and filed.



Skills & Competencies

- Exceptional knowledge and understanding of wildlife care and conservation and the regulatory structures that underpin and protect wildlife in Victoria.
- Grant writing experience.
- Detailed knowledge of local policies, structures and stakeholders who influence the welfare and conservation of wildlife in Ballarat.
- Ability to foster and build relationships.
- An aptitude to read, create and interpret policies and guidelines to assist with good governance of the organisation.
- Excellent leadership, interpersonal and communication skills.
- A critical and strategic thinker.
- Strong analytical, decision making, and problem-solving skills.
- Manage time effectively to identify, monitor and meet deadlines.
- Ability to lead a team and report on organisational milestones.
- Diplomacy, especially in times of stress.
- Be collaborative, supportive, professional and inclusive; and have a willingness to share information and to train others.
- Handle confidential information according to privacy principles and BWRAC's Code of Conduct.
- Willingness to uphold BWRAC values: leadership, respect, and integrity.
- An awareness that advocating for native wildlife can be confronting at times.

Preferred

- Experience in a similar role or leading a team.
- A commitment of time to help develop BWRAC and grow the organisation.
- Experience in wildlife advocacy, conservation rescue or rehabilitation.
- Experience dealing with the media.
- Previous experience working in a not-for-profit team of volunteers.

QUALIFICATIONS: Current Working with Children Check.
Police check within the last three years.



MEETING OBLIGATIONS: The BWRAC executive committee will meet at least four times a year.

Regular communication with the sub-committee under your direction.

Timely response to emails from the BWRAC executive is essential.

Software and systems used by BWRAC:

Email & Communication - Microsoft 365 (Teams)

Microsoft Word & Excel

Mailchimp

Oracle NetSuite (Accounting)

Canva, InDesign & Photoshop

Zoom

Various social media platforms

Reporting relationships

Reports to:	BWRAC Executive
Responsible for:	BWRAC Research Sub committee
Internal relationships:	Secretary, Vice-President, Community Education Director, Treasurer
External relationships:	Regional Community Groups (animal, environmental), other non-government organisations (NGOs), funding bodies and various authorities, local council, DEECA, Vic Roads, local media.

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