



Position Description

HONORARY COMMUNITY EDUCATION DIRECTOR

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 **Community Education Director** will work closely with the Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC) to understand local wildlife issues and drive community engagement through education and fundraising.

The main responsibilities of this role will be to foster relationships with Ballarat carers, work with external stakeholders, develop strategies to educate the community in wildlife care and conservation, and oversee fundraising (in conjunction with the fundraising subcommittee) to support the rehabilitation of local wildlife.

This role will require a strong communicator who is comfortable engaging with a range of stakeholders to seek and leverage support from the local council and other community organizations. The Community Education Director will work with the BWRAC executive committee to align community projects with BWRAC's strategic goals. Each executive (ie President, Vice-President, Secretary, Treasurer, Community Care Director) has the responsibility of leading a sub-committee.

Ballarat Wildlife Rehabilitation & Conservation Inc (BWRAC) was incorporated on 20th July 2022. We are an incorporated association and a registered charity.

Community Education Director responsibilities:

Community Outreach:

- Build strong relationships with BWRAC shelters, carers and rescuers to understand the local issues impacting wildlife in Ballarat.
- Lead the direction of fundraising initiatives that support the rehabilitation of wildlife and work to support carers equitably.
- Seek opportunities for community engagement and initiate projects that connect the local community with nature and wildlife-centered activities.
- Develop and leverage partnerships with community, council, and other local organisations.



- Work closely with the BWRAC's advocacy Advocacy Manager and the Secretary to co-design and develop, educational resources for campaigns and events.
- Work with the Treasurer to manage fundraising streams.
- Provide care/campaign outcomes in written format for BWRAC newsletter.
- Ensure all campaign material is stored and filed in Microsoft OneDrive and labeled appropriately.
- Engage with BWRAC members, including executive members, and participate in community engagement events.

Financial Oversight:

- Lead the direction of fundraising initiatives that support the rehabilitation of wildlife and work to support carers equitably.
- Work with the Treasurer to manage fundraising streams.

Legal & Regulatory:

- In collaboration with the BWRAC Treasurer, ensure compliance with registered fundraising reporting obligations.

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 campaign material is stored and filed in BWRAC's Microsoft OneDrive and labelled appropriately.
- Provide care/campaign outcomes in written format for BWRAC newsletter and other publications.
- Ensure agendas and minutes of sub-committee meetings are recorded accurately and filed in BWRAC's Microsoft OneDrive and labelled appropriately.

Skills & Competencies

- A passion and understanding of wildlife and conservation issues.
- Exceptional communication, interpersonal and presentation skills to enable you to influence and motivate people.
- Outstanding influencing and stakeholder management skills, with proven success in partnering with all levels of the business.
- An ability to 'think outside the box' and work strategically to improve outcomes for wildlife.
- Ability to be self-directed and be an independent contributor to the team



BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

- High level of written and verbal communication skills (adaptable to different audiences and contexts)
- Experience engaging with the general public/community members and exercising diplomacy.
- Be collaborative, supportive, professional and inclusive.
- An awareness that advocating for native wildlife can be confronting at times.

ESSENTIAL:

Good understanding of the wildlife rescue community and local issues impacting wildlife.

Strategic planning, strong communication, critical thinking, and influencing skills.

Willingness to uphold BWRAC values; leadership, respect, integrity, and collaboration.

PREFERRED:

Previous experience coordinating community events and fundraising will be highly regarded, and experience working as part of a not-for-profit team of volunteers.

Strong written and oral communication skills.

Software: Microsoft 365 Teams, Excel, Canva

An interest or background in biodiversity or wildlife conservation.

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. This role may require attendance at occasional sub-committee meetings. Regular communication with the sub-committee under your direction. A timely response to emails from the BWRAC executive is essential, and written agendas and minutes are required for subcommittee meetings.

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 Community Education sub-committee team
Internal relationships:	President, Vice-President, Director, Treasurer and the various sub-committees
External relationships:	Regional Community Groups (animal, environmental), other non-government organisations (NGOs), funding bodies and various authorities.

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