



# Position Description

## HONORARY RESEARCH TEAM LEADER

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 role of **Research Team Leader** entails collaborating with potential partners to grow BWRAC's profile and seek grant opportunities to acquire funding for the organisation.

You will draft proposals explaining why BWRAC should receive funding and how funds will be used, and work with our leadership team and executive committee to understand BWRAC's financial needs and determine the requirements needed to support BWRAC in the rescue and rehabilitation of wildlife.

Collaborations, both formal and informal, are an integral part in raising awareness and advocating for the protection of native wildlife in the Ballarat and surrounding area.

### **Research Team Leader responsibilities:**

#### ***Grant writing***

- Identify and research grant funding opportunities.
- Write and submit grant proposals detailing the needs, objectives and anticipated outcomes.
- Ensure all proposals meet funding application guidelines, and comply with grant terms and conditions.
- Collaborate with the executive committee to obtain information to support grant proposals.
- Collaborate with the executive committee to reach funding goals and meet BWRAC's financial objectives.
- Maintain grant proposal documents in accordance with BWRAC document-handling policy and record grant proposal outcomes on Microsoft OneDrive.



### ***Research collaboration***

- Identify and approach partner organisations with proposals to collaborate on projects centred around wildlife, conservation and environmental issues impacting wildlife.
- Conduct background research on potential partners to ensure values are aligned.
- Maintain open channels of communication with collaborative partners, sending resources and information when required, and collecting information for grant reporting.
- Schedule meetings with your team to discuss strategies and set goals for campaign/project outcomes that align with BWRAC's mission.
- Maintain correspondence in accordance with BWRAC document-handling policy and record project outcomes on Microsoft OneDrive.
- Liaise with the Finance Team Leader and Advocacy Team Leader on campaigns.
- Liaise with the BWRAC Vice President to discuss strategy and provide a summary and outcomes of campaigns.
- Provide campaign outcomes in written format for BWRAC newsletter.
- Work with other BWRAC members, including Executive members, to co-design and develop fundraising, promotional and educational material for BWRAC events when required.
- In consultation with the BWRAC Executive Committee set and negotiate research partner agreements.

### ***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, along with agendas and minutes of sub-committee meetings recorded accurately and filed.
- Provide campaign outcomes in written format for BWRAC newsletter.

### **Skills & Competencies**

- Ability to foster and build relationships with partner organisations.



## BALLARAT WILDLIFE REHABILITATION & CONSERVATION INC (BWRAC)

- Exceptional communication skills that enable you to influence and motivate people.
- An ability to work strategically to improve outcomes for wildlife.
- An aptitude to read and interpret policies.
- Advanced writing skills.
- Detail-oriented.
- Manage time effectively to meet funding deadlines.
- Ability to work independently.
- An open mind and an ability to find innovative solutions.
- Apply critical thinking.
- Ability to lead and develop a team.
- Experience as a Grant Writer or similar role would be advantageous but not essential.
- Diplomacy, especially in times of stress.
- Be collaborative, supportive, professional and inclusive.
- 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:** Previous experience as a Treasurer (or assistant treasurer) will be highly regarded as will experience working as part of a not-for-profit team of volunteers.

An interest or background in wildlife conservation / biodiversity, and the local issues impacting wildlife or the willingness to learn.

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 meets at least four times per 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 Vice President
Responsible for:	BWRAC Research sub-committee team
Internal relationships:	President, Community Education Director, Secretary & Treasurer
External relationships:	Regional Community Groups (animal, environmental), other non-government organisations (NGOs), funding bodies.

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