



## POSITION DESCRIPTION – WWFF NATIONAL CO-ORDINATOR (AUSTRALIA - VK)

Organisation:	World Wide Flora & Fauna in amateur radio (WWFF)
Job Title:	National Co-ordinator
Position type:	Voluntary
Reports to:	VKFF Team
Currently filled by:	Paul VK5PAS
Commencement date:	March 2013
End date:	
Time commitment	Hours per week dependant on the National co-ordinator

## POSITION REQUIREMENTS

### Purpose

To co-ordinate WWFF/VKFF activities at a National level.

### Knowledge/Skills

- Well organised
- Good communication skills
- Friendly and caring attitude
- Effective delegation skills
- Able to keep good records
- Able to work in a logical orderly manner
- Is aware of the future directions and plans of WWFF/VKFF
- Understanding of WWFF/VKFF rules/policies/procedures/Constitution
- Can maintain confidentiality on relevant matters
- Basic computer skills

### Responsibilities and Duties

- Promote the VKFF program at every opportunity.
- Be active in the VKFF program as a hunter and/or activator.
- Be readily available for queries by activators and hunters in Australia and overseas.
- Maintain the WWFF Australia website, including updating the Award recipients' pages.
- Maintain the WWFF Australia Facebook page, including placing posts on recent VKFF award recipients, latest news, etc.
- Maintain the WWFF Australia Groups.io site, including placing posts on recent VKFF award recipients, latest news, etc.
- Co-ordinate new videos for the VKFF You Tube channel.
- Implement special event awards.

- Process and forward relevant national award certificates to applicants as required.
- Process and forward award certificates to overseas applicants.
- Process and forward annual award certificates, e.g. Top VKFF Activator, Top VKFF Hunter, Top VKFF Foundation Activator, Top VKFF Foundation Hunter.
- Co-ordinate special events, e.g. VKFF Activation Weekend, VKFF Team Championship, VKFF Annual Photographic Competition.
- When required chair meetings with other members of the VKFF Team via platforms such as Skype.
- Accept proposals for new VKFF reference areas and review the suitability of adding the new reference/s.
- Delete references when applicable.
- Liaise with various Government agencies re the VKFF program.
- Reserves the right to request documentary proof of an activation should the need arise.
- Impose possible sanctions on any participant who has not participated in the spirit of the WWFF program.
- When required upload activator logs from their National program to Logsearch in a timely fashion.

### **Additional Information**

#### **The opportunity to:**

- Work as part of a team dedicated to the growth and development of VKFF/WWFF
- Have input into the goals and objectives of VKFF/WWFF
- Use one's skills in a positive, engaging and challenging way
- Work as part of a group of people dedicated to the development and longevity of the VKFF program