

## Position Description: Data Management Systems Specialist + Trainer

**Assignment number:** PAU011334

**Partner organisation name:** Bairnsdale Community Village Inc. (BCV)

**Partner organisation location:** Bairnsdale, Victoria (East Gippsland)

**Key dates:** Estimated 8-10 weeks (flexible)

**Assignment time commitment:** 4-5 hours per week

**Assignment mode/location:** Workshop delivery dates to be discussed with volunteer and BCV

### About the Resilient Regions Program:

Resilient Regions is a place-based, community-driven initiative that strengthens disaster preparedness, economic resilience and social cohesion across small towns and localities in East and Central Gippsland. The Resilient Regions program targets communities within Latrobe City, Wellington Shire and East Gippsland Shire LGAs that face high exposure to climate-related disasters and have limited access to recovery and preparedness services. ABV's skilled business volunteers support local community-led action by building the resilience of communities, not-for-profits and small businesses. Volunteers work directly with community partners to strengthen local systems and structures and build economic resilience and local capacity to prepare for, respond to and recover from disasters.

### Purpose of the Role:

The purpose of this role is to support Bairnsdale Community Village (BCV) to establish a sustainable, streamlined data and information system that strengthens its operations, partnerships and long-term resilience. As a newly formalised community-led not-for-profit in East Gippsland, BCV relies heavily on volunteers, yet its information is currently scattered across Google Drive, email, WhatsApp and text messages—making knowledge-sharing and continuity challenging. This role will assess suitable system options, configure the agreed solution, and build the organisation's capability to manage it confidently into the future. You will help BCV create a practical, user-friendly system that supports volunteer onboarding, record-keeping, service coordination and community resilience. The role may also involve delivering a workshop for BCV and similar local groups to strengthen digital skills and promote sustainable, community-led information management.

deliverables of this Assignment are:

- **Discovery & Design:** Review current data, communications and storage practices; identify gaps/risks; define governance (roles, access, retention).
- **Tooling Assessment & Recommendation:** Evaluate NFP appropriate options (e.g., Google Workspace, TidyHQ, SharePoint/OneDrive, Notion/Airtable, simple CRM/contact tools).
- **Comparative Presentation of Data Management Tools:** Present an easy-to-read comparison of Google Workspace, TidyHQ, and at least one alternative, covering: features, ease of use, cost/licensing, security/privacy, integrations (mailing lists/forms), support, and long term sustainability for BCV.
- **System Setup:** Configure the selected solution; establish folder structure, naming conventions, permissions, backup/archiving; create core templates (e.g., minutes, correspondence log, contact register, mailing list process).
- **Workshop Delivery (online or in person):** Deliver a practical session on data management for small community organisations, covering daily workflows, recordkeeping, and handover practices; may be opened to similar local groups.
- **Training Manual / Handover Guide:** Plain English, step-by-step guide with screenshots, checklists, and onboarding/offboarding steps.

### Selection Criteria:

- Demonstrated experience setting up information/data management for small NFPs/community groups.
- Ability to compare and configure tools such as Google Workspace, TidyHQ and alternatives for low-admin teams.
- Strong stakeholder engagement and training capability (online and in person), with plain English documentation skills.
- Understanding of basic data governance, privacy and access control suitable for volunteer run organisations.
- Excellent verbal and written communication.

### Prerequisites for undertaking volunteering assignments:

- To register with ABV (if not already registered):
  - ✓ At least 5 years relevant professional experience
  - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
  - ✓ Willingness to complete a police check and Working With Children Check
  - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
  - ✓ Willingness to interview for the role with ABV program staff
  - ✓ Acceptable police check and Working with Children Check before commencement
  - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
  - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
  - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.



## How to Apply:

Please refer to this page on the ABV website for role closing dates: [ABV Open Assignments](#)

Please submit your expression of Interest to [volunteers@abv.org.au](mailto:volunteers@abv.org.au) confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- **If you are a Registered Volunteer** - send a short response to this question: *Please tell us about your experience implementing a data management system, such as Google Workspace, TidyHQ or other, for a small, community organisation.*
- **If you are not a Registered Volunteer** – send your CV with short response to this question: *Please tell us about your experience implementing a data management system, such as Google Workspace, TidyHQ or other, for a small, community organisation.*
- If there are any special considerations, we would need to make for you.

### What will happen next?

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description).
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.