

Position Description:

Communications Writer (Community Health Project)

Assignment number: PAU011302

Partner organisation name:	Mallacoota Community Health, Infrastructure and Resilience Fund Incorporated (CHIRF)
Partner organisation location:	Mallacoota VIC
Key dates:	April – June 2026: 12-week initial assignment with potential extension based on progress. ASAP commencement is preferred based on volunteer's availability.
Assignment timeframes:	6-8 hours per week.
Assignment mode/location:	Online (should travel be required this will be discussed and funded by ABV).

Purpose of the Role:

Mallacoota Community Health, Infrastructure and Resilience Fund Inc. (CHIRF) is a long-standing local charity improving health and wellbeing across the Mallacoota community. Since 2016, they've helped deliver essential medical services, supported doctor recruitment and played a key role in establishing the modern medical centre.

CHIRF is now entering a major period of change. They're expanding into an Ageing at Home service, developing a federally funded \$2M Wellness Centre (opening 2027), and preparing to merge with another local charity under a new brand: Mallacoota Cares.

To support this transition, CHIRF is refreshing its communications and website. They're seeking a volunteer writer to help tell their story—capturing their history, current projects and future direction. You'll work alongside another ABV volunteer (website developer) to ensure content is clear, consistent and meaningful. Some material, including Play Our Way content, will require Federal Government approval.

The deliverables of this Assignment are to create a series of key communication documents to clearly tell the story of CHIRF, the amalgamating partner, the brand name Mallacoota Cares, and their work, including:

- Website content: the Mallacoota Cares website will be consumer focused and the CHIRF website will be redesigned to focus on external stakeholders and funders
- Announcement of new Wellness Centre
- Announcement of upcoming organisational changes
- Future fundraising opportunities

Selection Criteria:

Essential

- Excellent written communication and storytelling skills
- Excellent proof-reading skills
- Willingness to provide edits as requested by CHIRF or Federal Government representatives.

Desirable

- Experience writing for website content
- Experience working with the NFP sector and/ or understanding of volunteer-led organisations

- Understanding of small rural or remote communities

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 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 paragraph confirming you have relevant skills and experience.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph confirming you have relevant skills and experience.
- 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) and asked to confirm they believe they can fulfil the role requirements.
- 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.