

Position Description: Data Collection & Systems Advisor

Assignment number: PAU011338

Partner organisation name: Yeppoon Community Centre

Partner organisation location: Yeppoon, QLD

Key dates: April-June 2026 (flexible)

Assignment time commitment: 4-5 hours per week

Assignment mode/location: Online with an onsite visit to be arranged.

About the Resilient Care Program:

Resilient CARE is a three-year, place-based program working across five Queensland LGAs (Rockhampton, Livingstone, Bundaberg, Fraser Coast and Gladstone) to strengthen community and primary healthcare resilience to disasters and climate impacts. The program supports better preparedness, response and recovery by improving integration across local health systems and increasing participation of those most at risk, including people with disability, older people, First Nations communities, culturally and linguistically diverse communities, and women experiencing domestic violence. ABV's skilled business volunteers support local, community-led action by building the resilience of primary healthcare providers, local health systems, not-for-profit organisations and communities. Our volunteers work directly with community partners to strengthen local systems and structures and build local capacity to embed disaster resilience in community and health services.

Purpose of the Role:

Yeppoon Community Centre provides a safe, welcoming and inclusive space for community connection, learning and support, with a strong focus on addressing food insecurity, supporting older people and reducing social isolation. The Centre is seeking a volunteer to help strengthen its data collection and reporting systems as demand for services continues to grow. This role will work with Centre staff to review current practices, identify gaps, and streamline data processes. The work will support compliance requirements, improve organisational decision-making, identify service gaps and contribute to evidence-based cases for future funding and resourcing.

The deliverables of this Assignment are:

- Review current data collection processes and tools.
- Identify gaps, overlaps, bottlenecks or inefficiencies.
- Recommend a streamlined data collection system appropriate to the Centre's capacity, compliance needs and community work.
- Support the creation or configuration of new data collection tools to improve accuracy and usability.
- Provide guidance on how to use collected data to understand service gaps and demonstrate community impact.
- Contribute input that supports future funding or resourcing proposals.

Selection Criteria:

Required

- Experience designing or implementing community-scale data collection systems.
- Ability to simplify and streamline administrative processes.
- Demonstrated capacity to build tools suited to small community organisations reliant on volunteers & Centre users to supply data & information.
- Understanding of community-led service delivery environments.
- Ability to coach staff in adopting new systems.

Desired

- Experience working with CRM or CSnet systems

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 outlining your relevant experience and explain how you would approach improving data collection and reporting for a small community organisation with limited capacity.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph outlining your relevant experience and explain how you would approach improving data collection and reporting for a small community organisation with limited capacity.
- 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.