

## Position Description: Funding and Grants Skills Mentor

<b>Assignment number:</b>	PAU0113342
<b>Partner organisation name:</b>	Ridgelands Hall Committee
<b>Partner organisation location:</b>	Ridgelands, Central Queensland (regional/rural community near Rockhampton)
<b>Key dates:</b>	Proposed timeframes, but flexible based on volunteer's availability: <ul style="list-style-type: none"><li>• Initial scoping and document review: Weeks 1–2</li><li>• Grant identification and drafting: Weeks 2–5</li><li>• Finalisation and submission support: Weeks 5–6</li><li>• Capacity-building session(s): Ongoing during assignment</li></ul>
<b>Time commitment:</b>	8 weeks, 5–8 hours per week (average), flexible and negotiated.
<b>Assignment mode/location:</b>	Online

### 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:

The purpose of this role is to support the Ridgelands Hall Committee to secure funding and strengthen grant readiness for priority infrastructure upgrades that will enable the community hall to operate safely as a recovery hub and place of refuge during flood and disaster events. Ridgelands can become physically isolated during periods of high rainfall, cutting access to Rockhampton and essential services, and the hall's ability to support social connection, wellbeing and emergency response is currently constrained by inadequate water storage and non-compliant electrical systems. Building on the committee's clear priorities and existing estimates, the role addresses capacity constraints (time, technical expertise, grant-writing skills and the difficulty of sourcing multiple quotes in a remote

setting) by supporting funding opportunity identification, application development and practical capability-building for committee members.

The deliverables of this Assignment are:

- Review existing information, cost estimates, and upgrade requirements for the hall
- Identify suitable grant and funding opportunities to support infrastructure upgrades
- Draft and/or co-develop funding applications with the Hall Committee
- Support justification and articulation of community, disaster resilience, and wellbeing outcomes
- Provide capacity-building support to one or two interested committee members in grant writing and funding processes
- Handover of draft language, templates, or guidance notes for future funding applications

### Selection Criteria:

- Demonstrated experience in grant writing and funding acquisition
- Ability to translate community needs into strong funding narratives
- Understanding of disaster recovery, community infrastructure, or rural contexts (desirable)
- Collaborative and capacity-building approach when working with volunteer committees

### 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 paragraph outlining your relevant experience against each selection criteria.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph outlining your relevant experience against each selection criteria.
- 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 (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.