

Position Description: Web Developer

Assignment number:	PAU0113343
Partner organisation name:	Gippsland Neighbourhood House Network
Partner organisation location:	East Gippsland, Victoria
Key dates:	June – September 2026 Flexible based on volunteer's availability
Time commitment:	6 hours per week
Assignment mode/location:	Online

Purpose of the Role:

The purpose of this role is to design and deliver a functional, user-friendly website that strengthens the Gippsland Neighbourhood House Network's visibility, communication and overall operational capacity.

Working within the Resilient Regions program, the role contributes to building stronger, more connected and resilient communities across East and Central Gippsland by improving the organisation's ability to share information, engage stakeholders and support local participation.

Through developing and launching a high-quality website, the role will enhance digital capability, enabling the organisation to effectively communicate across its dispersed regional communities, promote its activities, and support sustained community connection and wellbeing.

The deliverables of this Assignment are:

Outputs

- A live, functional and user-friendly website aligned with the organisation's purpose and strategic plan
- Improved digital communication capability and confidence within the organisation

Deliverables

- Audit of existing website with clear recommendations
- Refined site structure and navigation
- Professionally written, clear and consistent website content
- Fully developed or re-developed website (including required features)
- Tested and successfully launched website
- Basic training and user guide to support on-going management

Selection Criteria:

- Demonstrated experience in website development or redevelopment
- Strong skills in website structure and user-friendly design
- Ability to develop and refine clear, engaging web content aligned to organisational goals
- Experience working with small organisations, community groups or not-for-profits
- Ability to translate technical concepts into plain English and work collaboratively with non-technical stakeholders
- Strong project management skills, with the ability to deliver within agreed timeframes
- Capacity to provide practical, sustainable solutions suitable for ongoing use and maintenance
- Excellent communication and stakeholder engagement skills
- Ability to work remotely and flexibly with regular check-ins required

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 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.