

Position Description: Community Website Designer + Developer

Assignment number:	PAU0113344
Partner organisation name:	High Country Branch, Country Women's Association (CWA)
Partner organisation location:	Swifts Creek–Omeo region, East Gippsland, Victoria
Key dates:	June – August 2026 Flexible based on volunteer's availability
Time commitment:	Approximately 6 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Support the High Country Branch of the Country Women's Association (CWA) to strengthen its community presence and long-term sustainability by designing and developing a simple, fit-for-purpose, low-maintenance website. This role will help improve access to clear, local information, reduce reliance on individual volunteers, and enhance community engagement across a geographically dispersed rural region.

Working as part of ABV's Resilient Regions program, the volunteer will contribute to building the digital capability and resilience of a trusted, volunteer-led organisation. By creating a user-friendly online presence that reflects the branch's identity, activities, and community contribution, the role will support stronger social connection, volunteer participation, and the branch's ability to continue serving its community in a disaster-affected regional environment.

The assignment is expected to include:

- Review of communication needs, volunteer capacity, and organisational priorities
- Recommendation of a cost-effective, sustainable website platform (e.g. WordPress or similar)
- Design and build of a simple, welcoming, mobile-responsive website
- Development of a clear navigation structure and information architecture
- Creation or embedding of basic online forms for:
 - Catering requests
 - General enquiries
- Assistance to structure and simplify content supplied by the branch
- Guidance on use of photographs to showcase community activity
- Training for nominated volunteers on basic website administration
- Provision of simple written user guides
- Full handover of administrative access and site assets to the branch

Selection Criteria:

Essential:

- Demonstrated experience in website strategy, design, and/or development
- Experience working with not-for-profit, volunteer-led or community organisations
- Ability to design simple, accessible, low-maintenance solutions

Desirable:

- Understanding of rural and regional community contexts
- Experience designing for handover and long-term sustainability
- Familiarity with WordPress or similar platforms

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.