

Position Description:

Funding and Grants Advisor – Moogji Aboriginal Council, East Gippsland

Assignment number: PAU011345

Partner organisation name: Moogji Aboriginal Council East Gippsland Inc.

Partner organisation location: Orbost VIC

Key dates: October 2025 – February 2027
Flexible based on volunteer's availability
Please note, volunteers are not expected to work over the December/January holiday period.

Time commitment: Approximately 8-10 hours per week

Assignment mode/location: Online

Purpose of the Role:

Play a vital role in securing sustainable funding for culturally grounded programs that strengthen connection, healing, and community wellbeing.

Moogji Aboriginal Council East Gippsland Inc. is a community-led First Nations organisation delivering culturally grounded programs that strengthen cultural identity, healing, and social and emotional wellbeing across far remote East Gippsland. To support its long-term sustainability and continued community impact, Moogji is seeking an experienced Funding and Grants Advisor to identify funding opportunities, develop a strategic funding pipeline, and prepare compelling grant applications. This volunteer role offers a unique opportunity to contribute to a culturally significant organisation, helping secure the resources needed to sustain and grow programs that are guided by Aboriginal leadership, community priorities, and a strong connection to Country.

Selection Criteria:

- Demonstrated experience securing funding for First Nations organisations and/or organisations operating in remote or regional settings
- Strong understanding of Commonwealth, State, and philanthropic funding landscapes relevant to Aboriginal and Torres Strait Islander communities
- Ability to work in a culturally respectful, strengths-based, and community-led manner
- Excellent written communication skills and attention to detail

- Capacity to work flexibly in partnership with a small organisation and adapt to local priorities

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.
 - ✓ 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.