

Position Description:

Grant Writer + Funding Advisor – First Nations Organisation

Assignment number:	PAU011345
Partner organisation name:	Moogji Aboriginal Council East Gippsland Inc.
Partner organisation location:	Orbost VIC
Key dates:	June – August 2026 Flexible based on volunteer's availability
Time commitment:	Approximately 8-10 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Apply your funding and grant writing expertise to support a community-led First Nations organisation in far East Gippsland. In this volunteer role, you will work with Moogji Aboriginal Council East Gippsland to identify, assess and secure funding opportunities that strengthen organisational viability and long-term sustainability.

As part of ABV's Resilient Regions program, you will contribute to a place-based, community-driven initiative focused on improving disaster preparedness, economic resilience and social cohesion in regional communities. You'll collaborate closely with organisational leadership to understand priorities and develop high-quality funding applications across government, philanthropic and private sectors, while helping build internal capability in grants management and funding strategy. This role offers a meaningful opportunity to work in a culturally respectful, community-led context. You will support an organisation delivering culturally grounded programs that promote healing, cultural identity, and social and emotional wellbeing, while navigating the unique challenges of securing funding in a remote and competitive environment.

Your contribution will help unlock sustainable funding pathways, strengthen local capacity, and support long-term community wellbeing outcomes aligned with cultural values and community aspirations.

The Funding Advisor will undertake the following activities:

- Work collaboratively with the organisation's leadership, staff, and where appropriate Elders or governance bodies, to understand organisational goals, priorities, and cultural considerations
- Identify relevant funding opportunities across Commonwealth, State (including Victorian), philanthropic, and private funding sources, with particular attention to First Nations-specific and regional funding streams

- Assess funding eligibility, timing, risks, and alignment with organisational capacity and strategic direction
- Develop and coordinate high-quality grant applications, expressions of interest, and funding submissions
- Support the organisation to gather required evidence, data, and community narratives in a culturally safe and ethical manner
- Strengthen internal systems and knowledge related to grants management, funding pipelines, and compliance requirements
- Where applicable, provide guidance on partnership funding opportunities and consortium-based applications
- Support reporting or acquittal requirements linked to newly secured funding (if within scope)

Key Deliverables

- A mapped funding landscape relevant to remote First Nations organisations in East Gippsland
- A prioritised funding pipeline aligned to organisational goals
- Completed grant applications and supporting documentation
- Practical recommendations to improve future funding readiness and sustainability
- Knowledge transfer to ensure the organisation is better positioned to seek funding independently over time

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. 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.