

Position Description:

Grant Seeker & Writer

Assignment number:	PAU011347
Partner organisation name:	Orbost Neighbourhood House
Partner organisation location:	Orbost, VIC
Key dates:	June – August 2026 Flexible based on volunteer's availability
Time commitment:	8 hours per week minimum
Assignment mode/location:	Online

Purpose of the Role:

As part of the Resilient Regions program, a community-driven initiative focused on strengthening disaster preparedness, economic resilience, and social cohesion across East and Central Gippsland—this role supports local organisations to build their capacity to respond to social, economic and climate-related challenges.

Orbost Neighbourhood House is a vital community organisation delivering programs that promote social connection, healthy ageing, wellbeing, and inclusion. The organisation is navigating a period of change, including facility relocations due to health and safety concerns, increasing demand for services supporting older people and vulnerable community members, reduced volunteer capacity, and exploration of a community hub model with partner organisations.

The Grant Seeker and Writer will strengthen the organisation's funding capability by identifying, developing and submitting high-quality grant applications aligned to priority community needs and organisational sustainability. This role responds to limited internal capacity and the need for specialised grant writing expertise, helping secure funding to sustain and grow community-led initiatives and ensure continued delivery of critical services.

In this role you will:

- Research and identify suitable grant funding opportunities (government and philanthropic)
- Prioritise grants aligned to organisational goals and community need
- Develop high-quality, funder compliant grant applications, including:
 - Program descriptions
 - Needs statements
 - Outcomes and evaluation measures
 - Risk and governance sections (as required)
- Work collaboratively with NH staff to gather information and draft narrative content

- Develop reusable core grant content and organisational boilerplate text
- Provide a basic grants pipeline or calendar outlining future opportunities

Selection Criteria:

Essential:

- Demonstrated experience in grant writing for not-for-profit or community organisations
- Strong written communication and analytical skills
- Proven ability to translate community need into compelling funding narratives
- Ability to work collaboratively with small, capacity constrained organisations

Desirable:

- Experience in community development, health, ageing or social services
- Familiarity with regional or rural community contexts

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.