

Position Description: HR Specialist

Assignment number: PAU0113353

Partner organisation name: Fraser Coast Advocacy and Inclusion Inc

Partner organisation location: Fraser Coast, QLD

Key dates: 2 months based on Volunteer availability
Ideal completion by August 2026.

Assignment time commitment: 32 hours total

Assignment mode/location: Online

About the Resilient Care Program:

Resilient CARE is a three-year, place-based program working across five Queensland LGAs (Rockhampton, Livingstone, Bundaberg, Fraser Coast and Gladstone) to strengthen community and primary healthcare resilience to disasters and climate impacts. The program supports better preparedness, response and recovery by improving integration across local health systems and increasing participation of those most at risk, including people with disability, older people, First Nations communities, culturally and linguistically diverse communities, and women experiencing domestic violence. ABV's skilled business volunteers support local, community-led action by building the resilience of primary healthcare providers, local health systems, not-for-profit organisations and communities. Our volunteers work directly with community partners to strengthen local systems and structures and build local capacity to embed disaster resilience in community and health services.

Purpose of the Role:

Fraser Coast Inclusion and Access Inc. is seeking a skilled volunteer to support a newly established organisation as it builds strong governance foundations and prepares for sustainable growth. Working alongside a diverse committee—many of whom are young people with disability and new to leadership roles—you will help co-design clear, accessible position descriptions aligned to individual strengths, clarify office bearer roles and responsibilities, and strengthen overall governance capability.

This role will also contribute to developing the confidence and skills of emerging leaders, enabling meaningful participation and effective decision-making. By supporting a values-led, community-driven organisation, you will play a key role in amplifying the voices of people with disability and helping shape a more inclusive, equitable Fraser Coast community, with potential to scale this model across regional areas over time.

The deliverable of this Assignment is to create 8-10 customised position descriptions that reflect the abilities and strengths of each member so they can best serve the purpose of the group.

Selection Criteria:

- Demonstrated experience in human resources support and people-focused administrative functions
- Experience in community development and facilitation
- Experience working with people with disability
- Highly developed interpersonal skills and empathy
- Commitment to inclusion, diversity and continuous improvement

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.