

Position Description:

Community Emergency Management Planning Facilitators (multiple)

Purpose of the Role:

Join a taskforce of Skilled Business Professionals supporting the delivery of Community Emergency Management Planning (CEMP) workshops with at-risk communities across East Gippsland. As part of ABV's Resilient Regions program, volunteers will help communities strengthen disaster preparedness, economic resilience and social cohesion by contributing to practical, community-owned emergency management plans. Working alongside community partners and facilitators, volunteers will support a delivery model that combines scenario-based learning, facilitated workshops, and structured drafting and refinement to ensure plans reflect local conditions, lived experience and community priorities.

Assignment number: PAU011354

Partner organisation name: Country Fire Authority (CFA) and ABV Resilient Regions team

Partner organisation location: The following communities will be grouped within 6 workshops - East Gippsland, Lindenow, Clifton Creek, Sarsfield, Bruthen, Mossiface, Tambo upper, Omeo, Swifts Creek, Ensay, Benambra, Lakye Tyers, Toorloo Arm, Mt Taylor.

Key dates:

Multiple workshops between July-October 2026

- **Workshop 1: 12th July 2026**
- **Remaining workshops: TBC** (Please send your EOI with your availability)

Time commitment: Approx. 8 hours per week

Assignment mode/location: Hybrid: Initial visit then remainder of assignment to be undertaken online (Travel costs covered by ABV).

Extra Info:

Volunteers will begin by completing the required onboarding and training, before participating in one or more in-person workshops between July and October (dates to be confirmed, likely on Sundays), depending on availability. In these workshops, volunteers will work alongside local communities to identify hazards, share insights and co-design practical community emergency management plans. Following each workshop they support, volunteers will continue the work remotely, helping to draft and finalise plans that strengthen local preparedness and resilience.

****We are initially seeking volunteers to support the first workshop on 12 July 2026****

Volunteers with availability at other times between July and October 2026 are also encouraged to apply.

Selection Criteria:

Essential:

- Strong facilitation and communication skills
- Experience working with groups or communities
- Ability to capture and structure information clearly
- Comfortable working in community settings
- Ability to work within defined role boundaries

Desirable:

- Background in planning, community development or related fields
- Experience in working with regional or remote communities
- Experience in working with communities affected by disasters or planning for disasters
- Experience working with First Nations communities.

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 experience in group/community facilitation and interest in being involved in the project and confirm whether you are available for the July workshop. If not, please state your availability between July and October 2026.

- **If you are not a Registered Volunteer** – send your CV and a short paragraph outlining your experience in group/community facilitation and interest in being involved in the project and confirm whether you are available for the July workshop. If not, please state your availability between July and October 2026.
- 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.