

Position Description:

Grant Writing Mentor (online mentoring)

Assignment number:	PAU011373
Partner organisation name:	Fraser Coast Access and Inclusion and Community Heros
Partner organisation location:	Fraser Coast, Queensland
Key dates:	August – December 2026 Timeframe is flexible based on volunteer availability
Time commitment:	Approx. 1 hour per week over 3 months. Mentoring sessions would be between 45-60 minutes per week over 3-4 months
Assignment mode/location:	Online – this is a 1-1 This is a 1:1 teaching/mentoring assignment working directly with an emerging Community Leader.

Purpose of the Role:

Fraser Coast Community organisations play a vital role in supporting local communities, delivering programs, and responding to emerging social, environmental, and economic needs. However, many not-for-profit organisations face challenges in identifying funding opportunities and preparing competitive grant applications due to limited time, resources, and specialist expertise. The purpose of the Grant Writing Mentor role is to build the grant-seeking capability of the host organisation by providing guidance, coaching, and practical support in grant research, planning, and proposal development. Working collaboratively with key staff and stakeholders, the volunteer will help strengthen the organisation's ability to secure external funding, improve the quality of grant applications, and establish sustainable grant-writing practices for future funding opportunities. Through knowledge transfer and mentoring, the volunteer will empower the organisation to confidently identify suitable grants, articulate its impact, and develop compelling funding submissions that support the achievement of its strategic objectives and long-term community outcomes.

Selection Criteria:

- Skills and experience in project planning for grants, writing grant applications, and seeking relevant grant opportunities for community organisations.
- Skills in mentoring, teaching or facilitation.
- Comfortable working with people living with a disability
- Willingness to co-design a learning program that suits learners needs

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 Australian 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 Australian 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.