

Position Description:

Grant Researcher and Writer

Assignment number:	PAU011376
Partner organisation name:	East Gippsland Network of Neighbourhood Houses
Partner organisation location:	Briagolong, Victoria
Key dates:	September – November 2026 Commencing as soon as possible. Flexible based on volunteer availability.
Time commitment:	8 hours per week.
Assignment mode/location:	Online.

Purpose of the Role:

East Gippsland Network of Neighbourhood Houses (EGNNH) is seeking an experienced Grant Writer & Seeker to help secure funding that will enable up to 20 Neighbourhood House Managers and community leaders from across East Gippsland to attend the Neighbourhood Houses Victoria Community Development Conference in March 2027. This important professional development event provides valuable opportunities for learning, networking, leadership development and knowledge sharing; however, the costs of travel, accommodation and conference participation create significant barriers for rural and remote communities. Working closely with EGNNH and ABV, the volunteer will research funding opportunities, develop a targeted funding strategy, prepare compelling grant and sponsorship applications, and support efforts to secure financial assistance. Through this work, the volunteer will help strengthen leadership capability, community resilience and long-term capacity across the East Gippsland Neighbourhood House sector.

Selection Criteria:

Essential

- Demonstrated experience researching, preparing and submitting successful grant applications.
- Evidence of securing funding from government, philanthropic and/or corporate sources.
- Strong track record of achieving funding outcomes for community organisations.
- Knowledge of community development principles and practice.
- Ability to articulate the community impact of leadership and capacity-building initiatives.
- Strong written communication and stakeholder engagement skills, and ability to work independently and manage competing priorities.

Desirable

- Understanding of the Neighbourhood House sector or similar community-based organisations.
- Demonstrated understanding of the challenges faced by rural and remote communities, including geographic isolation and workforce capacity constraints.
- Experience developing funding proposals that address regional disadvantage and community resilience.

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.