

Position Description:

Strategy & Governance Facilitator

Assignment number: PAU011360

Partner organisation name: Fraser Coast Mental Health Alliance

Partner organisation location: Fraser Coast/Hervey Bay/Queensland

Key dates: Start September 2026

Assignment time commitment: 8–12 weeks, Approx 5 hours per week.

Assignment mode/location: Initial site visit and then working remotely. Travel fully funded.

Purpose of the Role:

This role exists to help the Fraser Coast Mental Health Alliance realise its potential as a catalyst for meaningful, lasting change in the community. Working alongside Alliance members and key stakeholders, the volunteer facilitator will guide a collaborative, co-designed process to define a shared vision, purpose and direction that unites organisations around common goals and tangible outcomes.

By fostering trust, building consensus and strengthening place-based collaboration, the role will help transform collective commitment into coordinated action that improves community wellbeing. The facilitator will support the Alliance to establish clear strategic and governance foundations, articulate its unique value, and create a sustainable pathway for the future—enabling it to address local mental health challenges, strengthen access to services, and build resilience for vulnerable people across the Fraser Coast.

The success of this role will not only shape the future of the Alliance but also contribute to a stronger, more connected community and provide a model for effective collaboration across the broader human services sector in the region.

Selection Criteria:

- Facilitation and Strategic Planning skills
- Governance and Stakeholder Engagement
- Ability to build Consensus
- Understanding of community services
- Strong networking capability
- Grant writing and funding development (desirable)

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.