

## Position Description:

### Strategic Planner

|                                       |                                                                    |
|---------------------------------------|--------------------------------------------------------------------|
| <b>Assignment number:</b>             | PAU011378                                                          |
| <b>Partner organisation name:</b>     | Swifts Creek Recreational Reserve                                  |
| <b>Partner organisation location:</b> | Swifts Creek, VIC                                                  |
| <b>Key dates:</b>                     | September-November 2026 – flexible based on Volunteer availability |
| <b>Time commitment:</b>               | 8 hours per week approx.                                           |
| <b>Assignment mode/location:</b>      | Hybrid. Preferable to have a site visit but not essential.         |

### Purpose of the Role:

The Swifts Creek Recreation Reserve is a vital community asset that supports sport, recreation and social connection for the local community. Following the 2019-20 Black Summer bushfires, the Reserve has benefited from significant investment in upgraded infrastructure, resulting in expanded facilities, increased asset value and greater governance, compliance and maintenance responsibilities for the volunteer Committee of Management.

The purpose of this role is to support the Swifts Creek Recreation Reserve Committee of Management to review and update its Strategic Plan, ensuring it reflects the Reserve's current operating environment, future opportunities and long-term challenges. Working closely with committee members and key stakeholders, the Strategic Planner will help identify priorities for governance, asset management, financial sustainability, stakeholder engagement and community activation. The assignment will deliver a practical roadmap that strengthens the Committee's capacity to sustainably manage and grow the Reserve, ensuring it continues to meet the needs of current and future generations.

### Selection Criteria:

- Proven experience in strategic planning, organisational development, business planning or community planning.
- Strong understanding of governance requirements and compliance obligations within community, not-for-profit or volunteer-led organisations.
- Experience reviewing governance frameworks, policies, procedures and operational practices.
- Knowledge of asset management, infrastructure planning and long-term sustainability strategies.

- Demonstrated ability to engage, consult and build relationships with diverse stakeholders, including volunteer committees and community groups.
- Experience developing practical, achievable recommendations and implementation plans.
- Strong facilitation, communication and report-writing skills.
- Ability to analyse complex issues and identify opportunities for organisational improvement, sustainability and growth.
- Experience working with sporting clubs, community facilities, Committees of Management, local government or Crown land managers would be highly regarded.
- Understanding of community development principles and the challenges facing rural and regional communities would be 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.
  - ✓ 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](mailto: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.