

Position Description:

Digital Information Hub Advisor

Assignment number: PAU011383

Partner organisation name: RockyStart Inc.

Partner organisation location: Rockhampton, QLD

Key dates: October – December 2026

Time commitment: 8 hours per week approx.

Assignment mode/location: Online.

Purpose of the Role:

RockyStart Inc. is a community-based, not-for-profit organisation that supports collaboration, networking and capacity building across the Rockhampton and Livingstone regions. Working with families, educators and organisations that support children from birth to 12 years, RockyStart has developed a significant collection of local child development and parenting resources through its *Every Step Counts - Guiding Your Child's Development* initiative.

To improve access to these valuable resources, RockyStart is seeking to establish a user-friendly digital information hub that provides families with a single access point to local services, events, activities, community supports and child development information. The platform will be developed using the Square website platform and is intended to become a sustainable community asset that can be maintained and expanded by the organisation into the future.

We are seeking an experienced digital professional with skills in website development, information architecture and stakeholder engagement to help create a sustainable online information hub for families across the Rockhampton and Livingstone regions. The successful volunteer will combine hands-on website development with mentoring and capability building to ensure the platform can be independently managed and expanded by RockyStart into the future.

Selection Criteria:

Essential:

- Experience in website design and development.
- Experience using the Square website platform.
- Ability to create user-friendly, accessible digital resources and online platforms.
- Experience in knowledge transfer, mentoring and staff/community training.
- Strong stakeholder engagement and communication skills.
- Ability to translate complex information into clear, accessible content structures.

Desirable:

- Experience working with community organisations or not-for-profit organisations.
- Knowledge of child, family, community or education sectors.

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.