Position Description:

Strategic Planner

Assignment number: PAU011387

Partner organisation name: Wurruk Community House

Partner organisation location: Wurruk, VIC

Key dates: October – December 2026

(please note Volunteers are not expected to work over the December/January holiday period)

Time commitment: Approx. 7-8 hours per week.

Assignment mode/location: Hybrid. Initial site visit. Remainder of work Online.

Purpose of the Role:

Wurruk Community House plays a vital role in supporting a community experiencing significant socioeconomic disadvantage, providing programs and services that strengthen wellbeing, connection and access to support for residents. As community needs continue to evolve, the organisation is seeking an experienced Strategic Planner to help define its future direction and ensure the long-term sustainability of its services.

This volunteer assignment will support Wurruk Community House to develop a practical and achievable five-year strategic plan. The role will involve reviewing existing organisational documentation, consulting with committee members and key stakeholders, identifying priorities for future growth and financial sustainability, and co-designing a strategic roadmap that supports ongoing community impact. A key outcome of the assignment will also be to build the strategic planning capability of Community House staff, leaving the organisation better equipped to plan for and respond to future opportunities and challenges.

The successful volunteer will make a meaningful contribution to the resilience and sustainability of a valued community organisation, helping ensure it can continue to support vulnerable residents and the broader Wurruk community for years to come.

Selection Criteria:

The preferred volunteer will demonstrate:

- Experience in strategic planning, organisational development, or community planning.
- Strong understanding of governance requirements for community, not-for-profit, or volunteer-managed organisations.

- Experience engaging and consulting with community groups and diverse stakeholders.
- Strong facilitation, communication and report-writing skills.
- Experience working with volunteer committees, community houses, community facilities, or local government environments would be highly regarded.
- Ability to develop clear, actionable recommendations that are realistic for a community organisation to implement.

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.