

Position Description:

Grant Writing Training Advisor

Assignment number: PAU011386
Partner organisation name: Australian Business Volunteers (ABV) – Resilient Regions Program
With local support from Nowa Nowa Futures
Partner organisation location: Nowa Nowa, Victoria
Key dates: October 2026 – January 2027

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

Time commitment: 2-4 hours per week. Workshop delivery planned for early February.
Assignment mode/location: Online.

Purpose of the Role:

As the **Grant Writing Resource Development Advisor**, you will support Australian Business Volunteers (ABV) to design and develop practical grant writing training resources and participant pre-work for its Grant Writing Workshop Pilot, part of the Resilient Regions program. Drawing on your grant writing experience, you will work collaboratively with the ABV program team to create engaging, accessible and community-focused learning materials that help community groups build the skills, confidence and capability to identify funding opportunities, develop stronger grant applications and bring local projects to life. This is an opportunity to use your expertise to strengthen community resilience and create lasting impact across regional communities in East Gippsland, supporting community-led initiatives that contribute to disaster preparedness, economic resilience and social cohesion.

Selection Criteria:

Essential

- Experience in grant writing or funding strategy
- Understanding of community development
- Ability to provide practical and strategic advice
- Strong communication skills

Desirable

- Understanding of regional and post disaster contexts

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.