

Position Description:

Food Security Grants Specialist

Assignment number: PAU011387

Partner organisation name: Wurruk Community House

Partner organisation location: Wurruk, VIC

Key dates: October 2026 – January 2027

(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: Online.

Purpose of the Role:

Wurruk is a small community located approximately five minutes west of Sale, Victoria, with a population of around 1,200 residents. The area has a high proportion of social housing and experiences significant socioeconomic disadvantage, with many residents unemployed and a large number of families requiring ongoing support. Wurruk Community House is also relatively isolated from food sources, particularly for vulnerable community members, with the nearest shopping precinct located five kilometres away. To address local food insecurity, the Community House has previously delivered practical cooking and nutrition programs that equipped participants with skills to prepare healthy, affordable meals; however, these programs have been suspended because the existing kitchen facilities no longer meet current safety and compliance requirements. This assignment will support Wurruk Community House to identify and secure suitable grant funding to upgrade its kitchen facilities and strengthen its long-term funding capability, enabling the delivery of essential food security programs while improving health, wellbeing, resilience, and community outcomes for residents.

Selection Criteria:

Essential:

- Demonstrated experience in grant writing for not-for-profit or community organisations
- Strong written communication and analytical skills
- Proven ability to translate community need into compelling funding narratives
- Ability to work collaboratively with small, capacity constrained organisation

Desirable:

- Familiarity with regional or rural community 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.