

Position Description:

Web Developer

Assignment number:	PAU011397
Partner organisation name:	Mitchell River Hockey Club
Partner organisation location:	Bairnsdale, Victoria
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	October/November 2026 – January 2027
Time commitment:	Approx. 6 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Mitchell River Hockey Club is a volunteer-led community sporting organisation based in East Gippsland, Victoria, providing opportunities for participation, social connection, and community engagement through hockey. As the club continues to grow, it has identified the need for a dedicated website to improve communication, enhance member and community engagement, strengthen sponsorship opportunities, and reduce the administrative burden on volunteers. The club also plays an important role as a community gathering point and source of local information, particularly during emergency events affecting the region.

The Website Developer will work with Mitchell River Hockey Club to design and develop a modern, user-friendly website that serves as a central information hub for members, volunteers, sponsors, and the wider community. The role will help strengthen the club's digital presence, improve access to important information, streamline communications, and build the capability of club volunteers to independently manage and maintain the website into the future. This assignment will contribute to the club's long-term sustainability while supporting community connection and resilience.

Selection Criteria:

- Experience designing and developing websites.
- Experience with platforms such as WordPress, Wix, Squarespace, or similar.
- Strong understanding of user-friendly and accessible website design.
- Ability to work with stakeholders to understand requirements and deliver practical solutions.
- Strong communication skills, including content development and training of non-technical users.

Desirable

- Experience working with community, sporting, or not-for-profit organisations.
- Experience integrating websites with social media, online forms, or registration systems.
- Understanding of community engagement and digital communication.

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.