

## Position Description:

### Project Manager – Community Village Development

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|---------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Assignment number:</b>             | PAU011390                                                                                                              |
| <b>Partner organisation name:</b>     | Bairnsdale Community Village                                                                                           |
| <b>Partner organisation location:</b> | Bairnsdale, VIC                                                                                                        |
| <b>Key dates:</b>                     | September 2026 – March 2027 (please note Volunteers are not expected to work over the December/January holiday period) |
| <b>Time commitment:</b>               | Approx. 1 day per week.                                                                                                |
| <b>Assignment mode/location:</b>      | Online with initial site visit.                                                                                        |

### Purpose of the Role:

Bairnsdale Community Village is a community-led not-for-profit working to create a vibrant, inclusive village that brings together housing, social connection, health, wellbeing and community services for the East Gippsland region. With a clear strategic vision in place, the organisation is now progressing a significant opportunity to acquire and revitalise the former Bairnsdale Hospital site as a long-term community asset that will benefit current and future generations.

As the Community Village Project Lead, you will support a dedicated volunteer committee to navigate this exciting and complex stage of the journey. Providing project leadership, coordination and strategic guidance, you will help establish practical plans, maintain momentum, engage stakeholders and support informed decision-making throughout the due diligence and site acquisition phase. Working collaboratively with passionate community members, you will play a key role in turning a bold community vision into a structured and achievable pathway forward.

This role is ideal for an experienced project professional who wants to apply their expertise to a meaningful community initiative with the potential to create lasting social impact. You'll partner with a passionate volunteer committee to provide project leadership, develop practical planning and governance tools, and help guide a major community development initiative through its due diligence and decision-making phase. Through coaching, facilitation and stakeholder engagement, you'll build the group's capability while establishing the structures, processes and reporting needed to progress the project with confidence.

### Selection Criteria:

#### Essential

- Demonstrated experience in project management, particularly in complex or multi-phase property or site development projects.
- Ability to develop practical implementation plans with clear milestones.
- Familiarity with project management tools and systems
- Strong organisational and planning skills
- Experience working with, coaching or supporting volunteer-based organisations

- Ability to engage, motivate, and coordinate diverse stakeholders
- Ability to translate complex concepts into simple, practical actions.

#### **Desirable**

- Experience working with rural or regional communities

*The ideal volunteer is an experienced Project Manager who can define deliverables, establish realistic timeframes, provide structure and guide a group of community volunteers through implementation and accountability.*

### **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](mailto: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.