

Position Description:

Funding Specialist

Assignment number:	PAU011392
Partner organisation name:	Mitchell River Hockey Club
Partner organisation location:	Bairnsdale, VIC
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	October 2026 – February 2027: Flexible based on Volunteer availability
Time commitment:	Approx. 8 hours per week.
Assignment mode/location:	Online

Purpose of the Role:

Mitchell River Hockey Club is a community-led sporting organisation in East Gippsland with a strong volunteer base and a growing membership. The club plays an important role in promoting participation, social connection and community wellbeing, while providing opportunities for people of all ages and abilities to engage in sport. To support its continued growth and enhance its capacity to host local and regional sporting events, the club is seeking funding for priority infrastructure upgrades, including a new electronic scoreboard and sustainability initiatives. As a volunteer-run organisation, the club has limited capacity to research, assess and pursue funding opportunities.

This assignment will support the development of a clear funding strategy, identify suitable grant, sponsorship and philanthropic opportunities, and strengthen the club's ability to secure external funding that supports its long-term sustainability and contribution to the local community.

Selection Criteria:

Essential

- Demonstrated experience in grant writing, fundraising, sponsorship or securing funding for community, sporting, not-for-profit, or volunteer-based organisations.
- Strong research, writing, and stakeholder engagement skills.
- Ability to identify and assess appropriate funding or sponsorship opportunities and align them with organisational priorities.
- Experience developing funding strategies, grant pipelines, or funding readiness resources.
- Ability to work collaboratively with volunteer committees and community stakeholders.

Desirable

- Experience working with organisations in regional and rural communities and an understanding of regional funding programs and community development needs.
- Knowledge of the sporting, recreation, or community development sectors.

We recognise that great volunteers bring a range of experiences and perspectives. If this opportunity interests you, but you don't meet every requirement, we encourage you to apply or reach out.

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.