

Position Description:

Grant Writing Mentors

Assignment number:	PAU011394
Partner organisation name:	Australian Business Volunteers / Nowa Nowa Futures
Partner organisation location:	Nowa Nowa, East Gippsland, Victoria
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	Mid Nov 2026 – 14 Mar 2027. Workshop delivery 7-10 February 2027.
Time commitment: Volunteer mentors will be assigned approximately 4–5 participants each. Time commitment is structured to be realistic for working professionals, with touchpoints spaced to avoid peak workload periods.	1. Onboarding & prep (Nov–Jan), Review grant briefing materials, volunteer agreements, onboarding briefing, ~3–4 hrs 2. Pre-workshop (late Jan–Feb 1), Review assigned group's questionnaire responses; attend online meet-up, ~2–3 hrs 3. Workshop Day (8 Feb), Full day in-person delivery — lead breakout group, attend morning session 4. Post-workshop support (Feb–Mar), Three 1:1 touchpoints per participant ~8–10 hrs 5. Close-out (Mar), Group summary and close-out notes, ~1–2 hrs
Assignment mode/location:	Hybrid – online and in person workshop

Purpose of the Role:

Australian Business Volunteers (ABV) is seeking experienced grant writing professionals to support community groups participating in the East Gippsland Grant Writing Workshops Program. Delivered through the Resilient Regions initiative, the program helps local organisations build their capacity to access funding, strengthen project planning and create positive community outcomes.

As a Grant Writing Mentor, you will share your expertise to help participants develop strong project ideas, improve their grant applications and build their confidence in securing funding. Through workshop facilitation and one-on-one mentoring, you will play a key role in strengthening the long-term grant readiness and resilience of community organisations across East Gippsland.

Selection Criteria:

- Demonstrated experience in grant writing or funding acquisition
- Strong understanding of government, philanthropic, or community funding programs
- Excellent written communication skills and ability to write clearly and persuasively
- Experience working with community organisations or not-for-profits
- Ability to translate complex ideas into plain language
- Strong facilitation, mentoring, or advisory skills

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.