

## Position Description:

### Web Developer

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|--------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Assignment number:</b>                                                                                    | PAU011396                            |
| <b>Partner organisation name:</b>                                                                            | Briagolong Community House           |
| <b>Partner organisation location:</b>                                                                        | Briagolong, Victoria                 |
| <b>Key dates:</b> (please note Volunteers are not expected to work over the December/January holiday period) | October/November 2026 – January 2027 |
| <b>Time commitment:</b>                                                                                      | Approx. 6 hours per week             |
| <b>Assignment mode/location:</b>                                                                             | Online                               |

### Purpose of the Role:

Briagolong Community House is a community-led organisation at the heart of the Briagolong community in regional Victoria. Operating from the historic Briagolong Hall, which has served as a gathering place for more than 150 years, the organisation plays a vital role in connecting residents, coordinating community activities, promoting local events, supporting hall bookings, and sharing important community information. The Community House works closely with schools, sporting clubs, emergency services, local organisations and community groups to strengthen social connection, wellbeing and resilience across the region.

As part of the Resilient Regions program, Briagolong Community House is seeking a skilled Website Developer to design and build its first website. This new digital platform will provide a professional, accessible and sustainable online presence that improves communication with residents, volunteers, visitors and community partners. The website will serve as a central hub for promoting programs, events, services, newsletters and local resources, while supporting greater community participation and access to information.

The project will contribute to the long-term resilience of the Briagolong community by strengthening digital capability and ensuring residents have access to reliable, up-to-date information, particularly during emergency and disaster events. The successful candidate will help create an engaging, user-friendly website that reflects the spirit of the community and can be easily maintained by local staff and volunteers into the future.

### Selection Criteria:

- Experience in website design and development, including creating user-friendly and accessible websites and integrating online booking systems, newsletters, social media platforms, and photo galleries.
- Strong skills in website planning, information architecture, and user experience (UX) design.
- Experience working with community-based, not-for-profit, or volunteer-led organisations.

- Strong communication and stakeholder engagement skills, with the ability to work collaboratively with community representatives.
- Ability to provide guidance and recommendations to support ongoing website management and content updates

#### Desirable

- Understanding of the needs and priorities of regional and rural communities.

### 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.