

Position Description:

Website + Digital Capability Coach

Assignment number:	PAU011398
Partner organisation name:	The Smithery
Partner organisation location:	Maryborough, Queensland
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	October 2026 for 2-3 months
Time commitment:	Approx. 6 hours per week
Assignment mode/location:	Online

Purpose of the Role:

The Smithery is a newly established, community-led organisation based in Maryborough, Queensland, dedicated to supporting men and young men to build healthy relationships, strengthen community connections and access support before reaching crisis point. Responding to growing concerns around social isolation, mental health challenges and harmful online influences, the organisation is establishing a trusted digital presence to help individuals connect with information, services and programs in a safe and welcoming environment. As part of this journey, The Smithery is seeking support to develop sustainable digital platforms while building the internal capability needed to manage and evolve these assets independently into the future.

The Digital Capability Coach will work collaboratively with The Smithery's leadership team to design, develop and implement an effective online presence that enhances community engagement and access to support. The role will provide practical guidance on website development, digital strategy and user experience, while mentoring the organisation to build the skills, knowledge and confidence required to maintain and grow its digital assets beyond the life of the assignment.

Selection Criteria:

- Demonstrated experience designing, developing or managing websites using contemporary website platforms
- Experience coaching, mentoring or building digital capability in individuals or community organisations.
- Ability to explain technical concepts in simple, practical and accessible ways.
- Experience with digital content, user experience and online engagement best practice.
- Strong collaborative and communication skills with a community-led approach.
- An understanding of the role digital platforms can play in community wellbeing, engagement and service access.

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.