

Position Description:

Desktop Researcher – Disaster Recovery Hubs

Assignment number:	PAU011402
Partner organisation name:	Australian Business Volunteers – Resilient Care, QLD
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	4 weeks – flexible start (preferable start October 2026)
Time commitment:	Approx. 4 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Help strengthen the resilience of regional communities by identifying sustainable models for community-led disaster recovery hubs.

The Resilient CARE Program, a three-year initiative focused on strengthening community and primary health resilience in regions facing increasing climate and disaster pressures, is seeking a volunteer Desktop Researcher – Disaster Recovery Hubs.

Across the Rockhampton region, 11 rural community halls play a vital role as community gathering places and have been identified as key disaster recovery hubs, supported by volunteer committees.

In this role, you will research successful community and recovery hub models from across Australia to identify sustainable governance, funding, and operating approaches that can reduce the burden on volunteers and strengthen the long-term resilience of these important community assets in the Rockhampton region. Your findings will help inform practical solutions that support safer, more connected, and self-reliant communities.

Selection Criteria:

- Experience conducting desktop research, literature reviews, or environmental scans.
- Experience developing and assessing service delivery, operational, funding, or governance models.
- Knowledge of community resilience and disaster preparedness or community development.
- Experience working with community service organisations, volunteer-led organisations, or not-for-profits.
- Stakeholder engagement and consultation skills.
- Strong analytical skills with the ability to synthesise complex information.
- Experience developing practical recommendations and concise reports.
- Ability to develop practical recommendations, implementation options, and concise reports.

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.