

Position Description:

Learning Design Specialist

Assignment number:	PAU011403
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)	6-8 weeks Module content ready for review prior to Christmas would be ideal. Assignment to commence Mid Nov 2026 until end of Jan 2027.
Time commitment:	Approx. 4-5 hours per week
Assignment mode/location:	Fraiser Coast Office

Purpose of the Role:

Help build the skills and confidence of Fraser Coast community organisations by designing practical learning programs that strengthen resilience, secure future funding, and improve long-term sustainability.

The Resilient Care Program, delivered by **Australian Business Volunteers (ABV)**, is working to strengthen the resilience, sustainability and preparedness of care and community organisations across the Fraser Coast. The program is seeking a volunteer **Learning Design Specialist** to develop three practical, sector-relevant training modules.

In this role, you will develop learning objectives, session outlines, participant activities, and practical resources to support learner application, while recommending delivery and evaluation approaches for pilot testing. Drawing on findings from a sector-wide Skills, Knowledge and Training Needs Analysis involving 42 Fraser Coast organisations, you will design three learning modules focused on community engagement and partnerships, funding sustainability, and organisational resilience, helping address identified preparedness and continuity capability gaps across the sector.

Your work will provide ABV with evidence-informed training modules ready for implementation and contribute to the future development of the Resilient CARE program.

Selection Criteria:

- Experience designing adult learning, training or professional development programs.
- Experience developing learning resources, toolkits or capability frameworks.
Strong instructional design and written communication skills.
- Ability to translate research findings and sector needs into practical, engaging learning solutions.

- Understanding of community services, health, disability, emergency management or not-for-profit sectors.
- Strong stakeholder engagement and collaboration skills.

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.