

Position Description:

Grant Writer & Funding Advisor – Security Upgrades Project

Assignment number:	PAU011405
Partner organisation name:	Maffra Neighbourhood House
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	October 2026 – February 2027
Time commitment:	Approx. 8 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Support Maffra Neighbourhood House to secure funding for critical security infrastructure and strengthen its future funding capability.

The Resilient Regions Program, delivered by Australian Business Volunteers (ABV), is a place-based, community-driven initiative that strengthens disaster preparedness, economic resilience and social cohesion across small towns and communities in East and Central Gippsland.

Partnering with ABV, Maffra Neighbourhood House is seeking a volunteer **Grant Writer & Funding Advisor** to help secure funding for the replacement of its security system.

Maffra is a community organisation that delivers programs and services that support learning, wellbeing and social connection.

In this role, you will Research and identify suitable government and philanthropic funding opportunities to support the security upgrade project, develop high-quality grant applications that clearly articulate community need and project outcomes, and work closely with Maffra Neighbourhood House staff to gather information and craft compelling funding narratives. You will prepare and support the submission of grant applications, develop reusable grant content and organisational information to strengthen future funding readiness, and create a grants pipeline that identifies ongoing funding opportunities aligned with the organisation's priorities.

Selection Criteria:

Essential Experience

- Demonstrated experience writing successful grant applications for not-for-profit or community organisations.
- Strong written communication and analytical skills.
- Ability to translate community needs into compelling funding narratives.
- Experience working collaboratively with small or resource-constrained organisations.

Desirable Experience

- Familiarity with regional or rural community organisations and communities.
- Experience identifying government or philanthropic funding opportunities.
- Understanding of community development or neighbourhood house environments.

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.