

Position Description:

Grant Writer & Funding Advisor – Facilities Upgrade Project

Assignment number:	PAU011406
Partner organisation name:	Marley Street Community Hub, Sale, VIC
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 Marley Street Community Hub to secure funding for critical facility upgrades 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.

ABV is partnering with **Marley Street Community Hub**, seeking a volunteer Grant Writer & Funding Advisor to help secure funding for critical building upgrades and service delivery initiatives. **Marley Street Community Hub** supports residents living in a community of 69 independent living units, providing essential services for people experiencing or at risk of homelessness, social isolation, mental health challenges, family and domestic violence, and substance dependency.

In this role, you will identify suitable funding opportunities, develop compelling grant applications, and work closely with Hub staff to articulate community needs and project outcomes. You will support funding applications for facility upgrades, safety improvements and community garden projects, while developing reusable grant resources and a funding pipeline to strengthen the Hub's future funding readiness.

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.