

Position Description:

Grant Writer- Safer Futures Initiative

Assignment number:	PAU011411
Partner organisation name:	Fraser Coast Family and Domestic Violence Alliance
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	Early November 2026 Approximately 4-6 weeks
Time commitment:	Approx. 6- 8 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Help turn community-led ideas into funded initiatives that strengthen resilience, social connection and domestic and family violence prevention.

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.

ABV is partnering with the Fraser Coast Family and Domestic Violence Alliance, seeking a volunteer Grant Writer & Funding Advisor to help secure funding for innovative, place-based prevention initiatives that strengthen community resilience, wellbeing and social connection.

In this role, you will work closely with the ABV Program Lead, Place-Based Program Designer and Alliance representatives to transform project concepts into compelling, grant-ready proposals. You will review funding guidelines, identify alignment with the **Safer Futures Domestic and Family Violence Prevention Fund**, develop persuasive application content, and support the preparation of funding submissions that clearly articulate community need, project outcomes and long-term impact. You will also provide recommendations to strengthen future funding readiness and investment opportunities.

Your work will help position community-led prevention initiatives for future investment and implementation by translating local priorities into strong, fundable proposals.

Selection Criteria:

- Experience in grant writing, fundraising, tender writing or resource mobilisation.
- Demonstrated success preparing funding applications for government, philanthropic or community funding programs.
- Strong written communication and persuasive proposal development skills.
- Ability to interpret funding guidelines and align projects with funder priorities.
- Ability to translate project concepts into compelling funding cases.

- Experience in community development, human services, prevention initiatives or resilience programs.
- Experience working with community partnerships or collaborative initiatives.
- Some understanding of domestic and family violence prevention, community wellbeing or resilience-building programs.

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.