

Position Description:

Project Development Advisor

Assignment number:	PAU011413
Partner organisation name:	Yoorana
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	October 2026-April 2027 Approximately up to 6 months
Time commitment:	Approx. 6- 8 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Help create a safer future for women and children by supporting the development of a much-needed crisis accommodation facility on the Fraser Coast.

The **Resilient CARE Program**, delivered by **Australian Business Volunteers (ABV)**, is a three-year initiative focused on strengthening community and primary health resilience in regions facing increasing climate, disaster and social pressures.

ABV is partnering with Yoorana, seeking a volunteer **Project Development Advisor** to support the development of a six-unit crisis accommodation complex for women and children impacted by domestic and family violence.

In this role, you will work closely with Yoorana's Manager and the ABV Program Lead to provide strategic project management support during the project's formative stages. You will act as a trusted advisor and project support resource to help maintain momentum, coordinate stakeholder engagement, identify key opportunities and risks, and support the development of a clear roadmap for future investment and implementation. You may also engage with project partners, funding bodies, local government representatives and other stakeholders to help progress this important initiative.

Your contribution will help lay the foundations for a vital crisis accommodation project that will increase access to safe housing and support services for women and children experiencing domestic and family violence.

Selection Criteria:

Essential Experience

- Experience in project management, project development or program coordination.
- Strong stakeholder engagement and relationship management skills.
- Experience coordinating complex projects involving multiple stakeholders.

- Strong organisational, communication and problem-solving skills.
- Ability to identify priorities, manage competing activities and support project delivery.

Desirable Experience

- Experience working in the community, social services, housing or not-for-profit sectors.
- Experience with infrastructure, community facility or capital development projects.
- Understanding of domestic and family violence services, housing initiatives or community resilience programs.
- Experience working with government, funding bodies or professional service providers.

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.