Position Description:

Communications, Branding & Stakeholder Engagement Advisor

Assignment number:	**PAU011414**
Partner organisation name:	Bairnsdale Community Village (BCV)
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	November 2026 – February 2027 Flexible based on volunteer availability (Community partner is available December and January to support volunteer.)
Time commitment:	Approx. 6-8 hours per week
Assignment mode/location:	Online, with an initial site visit fully funded by ABV.

Purpose of the Role:

Help bring a visionary community village to life through clear messaging, strong branding and meaningful stakeholder engagement.

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 Bairnsdale Community Village (BCV) to recruit a volunteer **Communications, Branding & Stakeholder Engagement Advisor** to strengthen the organisation's communications, branding and stakeholder engagement capabilities. BCV is a community-led initiative working to create a vibrant village where diverse housing, local enterprise and cultural opportunities come together.

In this role, you will review BCV's communications and marketing materials and develop a practical, volunteer-friendly communications and branding framework that defines key messages, brand identity and communication standards. Working closely with the Committee, you will create templates and tools that support consistent engagement with community members, government agencies, funding bodies and potential partners, helping BCV build support and momentum for its long-term vision.

Selection Criteria:

Essential

- Experience in communications, branding, marketing, stakeholder engagement or public relations.

- Strong written communication skills and the ability to develop clear, engaging messaging.
- Experience developing communications frameworks, brand guidelines or communication resources.
- Ability to create practical, user-friendly tools for volunteer-led organisations.
- Strong stakeholder engagement and relationship-building skills.

Desirable

- Experience working with not-for-profit, community or volunteer-led organisations.
- Experience supporting advocacy, fundraising or partnership development initiatives.
- Understanding of rural and regional community contexts.
- Experience in organisational growth, change or strategic development.
- Graphic design or digital communications experience, including website or social media content development.

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.