

Position Description:

Charity Registration and DGR Advisor

Assignment number:	PAU011416
Partner organisation name:	Benambra Neighbourhood House
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	November 2026 – March 2027 Commencement date is flexible based on volunteer availability. <i>(Due to program funding, assignment must be completed by 14 March 2027).</i> <i>(Community partner is available December and January to support volunteer.)</i>
Time commitment:	Approx. 6-8 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Help strengthen the long-term sustainability of Benambra Neighbourhood House by creating a clear pathway to charity registration and increased funding opportunities.

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 Benambra Neighbourhood House to recruit a volunteer **Charity Registration and DGR Advisor** to assess and support the organisation's pathway to Australian Charities and Not-for-profits Commission (ACNC) charity registration and, if eligible, Deductible Gift Recipient (DGR) status. Benambra Neighbourhood House plays a vital role in fostering social connection, wellbeing and community resilience in a remote rural community, the organisation delivers important programs and activities that strengthen local community capacity and connection.

In this role, you will assess the organisation's eligibility for ACNC charity registration and potential DGR endorsement, identify any governance or compliance requirements, and provide practical guidance on the registration process. Working closely with the Manager and key stakeholders, you will help prepare required documentation, develop a clear roadmap for progression, and build organisational understanding of ongoing compliance obligations. Your work will help position Benambra Neighbourhood House to attract philanthropic funding, tax-deductible donations and future investment that supports lasting community outcomes.

Selection Criteria:

- Experience in the not-for-profit or charity sector.
- Strong knowledge of ACNC charity registration and DGR endorsement requirements.

- Experience preparing registration, compliance or funding-related applications.
- Ability to interpret and communicate governance, regulatory and compliance requirements in plain language.
- Strong stakeholder engagement and communication skills, with experience working with community-based or volunteer-led organisations.
- Understanding of community organisations, neighbourhood houses or place-based initiatives, with rural, remote or volunteer-led organisations.

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.