

Position Description:

Desktop Researcher - Community Resilience Initiatives

Assignment number:	PAU011422
Partner organisation name:	Resilient CARE
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	4 weeks - flexible start dates 2026/ Early 2027 Based on volunteer availability
Time commitment:	Approx. 2-3 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Help uncover innovative community solutions that strengthen resilience across regional Australia.

The Resilient CARE Program, a three-year initiative focused on strengthening community and primary health resilience in regions facing increasing climate and disaster pressures.

Australian Business Volunteers (ABV) is seeking a volunteer **Desktop Researcher - Community Resilience Initiatives** to support the **Resilient CARE** program, a three-year initiative focused on building stronger, more connected, and resilient communities in regional Queensland.

In this role, you will research and document successful community-led resilience initiatives from across Australia, identifying practical approaches that strengthen social connection, support vulnerable communities and build local capacity. Working alongside the ABV Program Coordinator, you will develop case studies and engaging community stories that showcase key lessons, success factors and innovative models to help inspire resilience initiatives in regional Queensland.

Your contribution will support practical, community-led responses to some of Australia's most pressing social and environmental challenges.

Selection Criteria:

- Understanding of resilience, sustainability or community development
- Strong desktop research, analysis and evidence synthesis skills
- Clear and effective written communication skills
- Confidence using digital research tools and online platforms
- A collaborative approach with strong attention to detail and accuracy

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.