Position Description:

Grant Writer and Seeker

Assignment number:	PAU011427
Partner organisation name:	Golden Beach Recreation Reserve
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	November 2026 – March2027
Time commitment:	Approx. 6-8 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Help secure vital funding to keep a valued community space thriving.

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 Golden Beach Recreation Reserve Committee to recruit a Grant Writer & Seeker through the Resilient Regions program.

In this role, you will work alongside the Golden Beach Recreation Reserve Committee and ABV to identify suitable grant opportunities, develop compelling funding applications and strengthen the organisation's long-term grant-seeking capability. Your expertise will help secure the resources needed to maintain essential community infrastructure while leaving the organisation better equipped to pursue future funding opportunities.

Selection Criteria:

- Demonstrated experience in grant research and grant writing.
- Strong written communication and proposal development skills.
- Ability to develop practical funding strategies for community organisations.
- Experience working with volunteer-led, not-for-profit, or community groups.
- Ability to work independently and deliver clear, achievable outcomes within agreed timeframes.

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.