# Position Description:

## Desktop Researcher - Disaster Resilience Resourcing and Organisational Investment

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| **Assignment number:** | PAU011429 |
| **Partner organisation name:** | Resilient CARE, QLD |
| **Key dates:** (please note Volunteers are not expected to work over the December/January holiday period) | January 2027 – March 2027 |
| **Time commitment:** | Approx. 3-4 hours per week |
| **Assignment mode/location:** | Online |

## Purpose of the Role:

***Help strengthen disaster preparedness and community resilience through evidence-based research.***

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 Desktop Researcher - Disaster Resilience Resourcing and Organisational Investment, to support an important research project examining disaster resilience resourcing, volunteer capacity and organisational investment across regional Queensland, with a focus on the Rockhampton and Livingstone region.

In this role, you will undertake desktop research to explore how emergency management resources, volunteer capacity, preparedness programs and resilience investments are distributed across regional Queensland communities. Working alongside the ABV Program Coordinator, you will analyse available evidence, identify trends and compare Rockhampton and Livingstone with similar regional communities to better understand factors influencing preparedness, volunteer engagement and resilience outcomes.

Your findings will help inform future resilience-building activities and support local stakeholders to identify opportunities for strengthening volunteer participation, community leadership and disaster preparedness.

## Selection Criteria:

- Strong desktop research, analysis and evidence synthesis skills
- Experience developing and assessing service delivery, operational or community-based models

- Experience using scenario analysis, strategic planning or future-focused thinking approaches
- Strong analytical skills with the ability to interpret and synthesise complex information from multiple sources
- Experience preparing concise reports and actionable recommendations
- Excellent written communication skills and attention to detail
- Ability to work independently and manage research activities within agreed timeframes
- Interest in community resilience, emergency management, disaster preparedness or volunteer engagement

## 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.