Position Description:

Stories of Significant Change - Content Writer

Assignment number:	PAU011423
Partner organisation name:	Resilient Regions, VIC
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	January–March 2027 (With the final approved draft ready for distribution in March 2027.) • Commencement and briefing: January 2027 • First consolidated draft: February 2027 • Review and revisions: February–March 2027 • Final approved draft ready for distribution: March 2027
Time commitment:	Approximately 8–12 days across the assignment period, subject to confirmation after reviewing the source material and final number of stories (between Jan to March 2027)
Assignment mode/location:	Online

Purpose of the Role:

Help tell the stories of change, resilience and community impact across East Gippsland.

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.

Australian Business Volunteers (ABV) is seeking a volunteer **Stories of Significant Change Content Writer** to support the **Resilient Regions** program.

In this role, you will review and shape stories from communities, organisations, businesses and volunteers across East Gippsland into a consistent, engaging and publication-ready collection. Drawing on interviews, transcripts, photographs and program materials, you will craft compelling stories that accurately reflect participants' experiences and demonstrate the outcomes and impact of resilience-building activities. The collection will support program learning, reporting, partner engagement, communications and future funding opportunities.

Selection Criteria:

- Demonstrated experience in qualitative research, story or case-study writing, editing, evaluation, communications or impact storytelling.
- Ability to synthesise interview transcripts and supporting evidence into clear, engaging and accurate stories.
- Strong plain-English writing, structural editing, proofreading and document quality-assurance skills.
- Experience working sensitively with community stories using trauma-aware, culturally respectful and strengths-based practice.
- Experience with monitoring, evaluation and learning is desirable.

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.