Position Description:

Grant Writer – disaster resilient infrastructure upgrades

Assignment number:	PAU011435
Partner organisation name:	Orbost Art Gallery
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	November 2026 – March 2027
Time commitment:	Approx. 7-9 hours per week
Assignment mode/location:	Online

Purpose of the Role:

Use your grant writing expertise to help safeguard a valued regional gallery, strengthen community resilience.

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 Orbost Art Gallery, seeking a volunteer Grant Writer – disaster resilient infrastructure upgrades, to help identify and secure grant funding for priority infrastructure improvements that will strengthen the gallery's resilience to bushfire risk and enhance the protection of its facilities, collections and community resources.

In this role, you will work closely with the committee of Orbost Art Gallery to identify and pursue funding opportunities that support critical infrastructure upgrades designed to improve bushfire resilience and protect valuable community assets. Drawing on your grant writing and funding expertise, you will assess project readiness, develop a strategic funding roadmap, research suitable grant programs, and help prepare compelling grant applications. Your contribution will strengthen the gallery's capacity to secure investment, build long-term resilience, and continue providing arts, cultural and community engagement opportunities for the people of East Gippsland.

Selection Criteria:

- Demonstrated experience in grant writing and funding acquisition.
- Experience identifying and securing funding for community infrastructure or capital works projects.
- Ability to develop practical funding strategies and grant application plans.
- Experience working with community, volunteer-led or not-for-profit organisations.

Desirable:

- Knowledge of bushfire resilience, emergency preparedness or community infrastructure funding programs.
- Familiarity with philanthropic and government grant opportunities, including FRRR.
- An understanding of the challenges and opportunities facing regional communities.

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.