

# Beyond Zero Emissions



## Volunteer Position Description

Volunteer Role	<b>Awards Researcher and Writer</b>
Purpose	The purpose of this volunteer role is to support Beyond Zero Emissions by identifying award opportunities that recognise our organisational impact, the contributions of our volunteers and supporters, and the achievements of our staff. The volunteer will research relevant awards, assess eligibility, gather required information, and draft high-quality award applications. This work helps elevate BZE's profile, celebrate our community, and expand awareness of our climate solutions.
Skills required	<ul style="list-style-type: none"><li>• Strong research skills, including the ability to identify suitable awards and assess eligibility</li><li>• Excellent written communication skills, with the ability to craft compelling award submissions</li><li>• Ability to summarise achievements and present information persuasively</li><li>• Good organisational skills and attention to detail</li><li>• Ability to work independently and manage timelines</li><li>• Experience with award submissions, grant writing, or similar writing tasks (desirable but not essential)</li><li>• Interest in climate solutions and BZE's mission</li></ul>
Supervision	Supervision and direction for this role is provided by the Volunteer Manager.
Training and support	An online induction will be provided before the volunteer starts this role, and ongoing support is provided by the Volunteer Manager.
Location	This is a desk-based task that can be completed from home.
Equipment	You will require your own computer and wifi access.
Time commitment	Time commitment for this role is variable - the initial task will be to research opportunities and put together an annual calendar. After that, each award application differs but will include support and input from BZE staff to ensure we meet content and application deadlines. The role is for an initial period of 6 months, after that, the role may be ongoing, depending on both volunteer and BZE requirements.
Start date	<b>Commencing after January 19 Jan 2026 (BZE Office Closure 20 December to 11 January)</b>
Health and safety requirements for this role	This role requires extended computer use. BZE can provide advice on setting up an ergonomic workstation if required.
Volunteer benefits	This role offers the opportunity to volunteer with an internationally-recognised climate solutions think tank and join a group of like-minded people who are actively helping plan for a return to a safe climate.
Contact	<b>Madeline Townsend, Volunteer Manager</b> <a href="mailto:madeline.townsend@bze.org.au">madeline.townsend@bze.org.au</a>

