

Beyond Zero Emissions



Volunteer Position Description

Volunteer Role	Grants and Funding Opportunities Researcher
Purpose	The purpose of this volunteer role is to support Beyond Zero Emissions by identifying and assessing potential grant, trust, and foundation funding opportunities that align with our strategic priorities. The volunteer will conduct desk-based research, analyse eligibility and fit, and provide clear recommendations on suitable grant opportunities to pursue. This work will help strengthen BZE's fundraising pipeline and enable us to continue delivering impactful climate solutions.
Skills required	<ul style="list-style-type: none">• Strong research skills, with the ability to locate and analyse information from multiple sources• Ability to understand eligibility criteria and assess alignment with organisational priorities• Clear written communication skills, including the ability to summarise findings and present recommendations• Good organisational and analytical skills, with attention to detail• Confidence working independently• Familiarity with grant or funding landscapes, or experience in the not-for-profit sector, is desirable but not essential• Interest in climate solutions and the mission of Beyond Zero Emissions
Supervision	Supervision and direction for this role is provided by the Volunteer Manager
Training and support	<p>An online induction will be provided before the volunteer starts this role, together with a volunteer handbook.</p> <p>BZE's Volunteer Manager is available for any general questions about the role or about volunteering with BZE.</p>
Location	This is a desk-based research task that can be completed from home.
Equipment	You will require your own computer and wifi access.
Time commitment	We expect the initial time commitment to be around 4 - 6 days, to be completed within a time frame of up to 6 weeks. These hours can be completed at a time convenient to you, though it will be important to meet with a BZE staff member during office hours to confirm project requirements and progress from time to time. After that, the role may be ongoing to update opportunities, depending on both volunteer and BZE requirements.
Start date	Commencing after January 19 Jan 2026 (BZE Office Closure 20 December to 11 January)
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	Madeline Townsend, Volunteer Manager madeline.townsend@bze.org.au