



First Nations Business Development Mentors

Position Ref: PAU011166 (a)

Partner organisation location:	Western Australia
Key dates:	September 2023 - April 2024: 7-month duration, travel to Perth October 2023
Assignment timeframes:	Approximately 6 hours per month – TBC
Assignment mode/location:	Online working from home + 1 x paid trip to Western Australia

Purpose of the Role

Our partner organisation has an ongoing relationship with the First Nations community, which consists of six language groups across several countries near the partner's location. In collaboration with ABV, our partners aim to create business opportunities for the First Nation community to promote their economic independence, growth, and sustainability both now and in the future.

The aim of this Assignment is to support First Nations mentees, at varying stages of their business and entrepreneurship journey, to establish and develop thriving businesses that contribute to the economic, social, cultural, and environmental well-being of their community. Working in collaboration with corporate partners and the ABV programs team, the Volunteers will walk alongside the First Nations mentees to set up and build a strong foundation for their businesses, fostering self-determination and sustainable development for Mentees and their families.

Specific projects deliverables – these will vary depending on the requirements for the mentee:

- Business registration sessions
- Business planning mentoring including detailed financial plan developed and finalised
- Create Business proposal or Pitch Deck
- Grant proposal Master template created
- Creditability Statements developed
- Contracts framework mentoring
- Legal Framework development for businesses and individuals

Selection Criteria:

Essential criteria:

Volunteers should possess the following abilities:

- Effective listening skills to understand the needs of the mentees.
- Proficiency in identifying blind spots and assessing leadership styles.
- Openness to receiving feedback and incorporating it into their mentoring approach.
- Adaptability and flexibility to accommodate changing circumstances.
- Embracing emergent situations and being comfortable with minimal planning.
- Cross – Cultural sensitivity and understanding

It's not essential but desirable for the Volunteer to have the following cultural understanding:

- Prior experience collaborating with First Nations communities in Australia.
- In-depth knowledge of First Nations cultures, practices, and historical context.
- Completion of cultural awareness training, supplemented by additional training provided by ABV during the onboarding process.
- A comprehensive understanding of the structural challenges faced by First Nations peoples in Australia.
- Previous involvement in working within remote communities and diverse environments.
- Experience handling complex community dynamics with skill and sensitivity.

Technical skills required for this position include:

- Proficiency in business plan development, encompassing the ability to create comprehensive and strategic plans.
- Expertise in business set-up procedures, such as registering for an Australian Business Number (ABN) and understanding tax requirements.
- In-depth knowledge and practical experience with various business models, extending beyond traditional approaches.
- Competence in developing business proposals that effectively communicate objectives, strategies, and value propositions.
- Strong financial planning and management capabilities, including the ability to create and oversee budgets, forecasts, and financial statements.
- Expertise in conducting cash flow analysis to assess the inflow and outflow of funds within a business.
- Thorough understanding of contracts, coupled with the capability to draft and negotiate contractual agreements.
- Proficiency in conducting research and analysis to gather relevant data and insights for informed decision-making.

While not mandatory, it would be advantageous if candidates have experience in the following areas, as they may be required depending on the mentee's needs:

- Experience in civil works, providing insights into infrastructure development projects.
- Knowledge of mining contracts
- Practical understanding of the mining sector, enabling guidance and expertise in relevant areas.
- Experience in the music industry and creative arts, specifically in business development and legal aspects.
- Familiarity with other creative industries and various funding opportunities within those sectors.
- Understanding of business legalities, particularly intellectual property rights and protection.
- Scientific background, enabling a comprehensive understanding of scientific principles and their application.
- Experience in social justice initiatives, promoting fairness and equality in society.

Please note that multiple mentors may be assigned to a mentee to ensure well-rounded support. Therefore, mentors are not expected to possess all project-specific experiences.

Attributes of volunteers seeking to work with ABV

- Respect for ABV staff, local communities, and their knowledge and experience
- Understanding and respect for cross-cultural contexts
- Exceptional communication skills (including interpersonal, written, verbal, non-verbal, and listening)
- Ability to read, listen to and manage community expectations and deliver accordingly
- Empathy, patience, and collaborative attitude
- Comfort in building relationships remotely (using online communication tools)
- Comfortable to trouble-shoot and manage ambiguity
- All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

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. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to complete a police check and Working With Children Check if selected before commencement
 - ✓ 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 police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check, compliance with all travel, entry and in-country requirements (where international deployment is part of the assignment)
 - ✓ All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

HOW TO APPLY:

Please submit your expression of Interest to recruitment@abv.org.au as soon as possible, 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 response to the selection criteria for the role, confirming you have relevant skills and experience.
- If you are not a Registered Volunteer – send your CV with a response to the selection criteria for the role, confirming you have relevant skills and experience.
- 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 (aka Assignment Description) and asked to confirm they believe they can fulfil the role requirements.
- If you have not heard from us within 4 business days, please consider your application unsuccessful at this time.

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.