



Australian Business Volunteers

Position Description: YES Program Co-Facilitator and Mentor (Small-business Trainer).

Partner organisation name: Nauru Chamber of Commerce

Key information: Co-facilitate the YES (Your Enterprise Scheme) small-business training program online in collaboration with the Business Hub Manager who will be the in-person co-facilitator. Continue with the assignment to support/mentor training participants.

Key dates (exact dates TBC)	Training program session dates/times are to be agreed with the Business Hub Manager but anticipated delivery is over October/November 2023.
Approximate time commitment	9-12 months Time commitment to prepare and co-facilitate the YES training could be up to 20 hours over a 1-month timeframe. Thereafter, anticipated time commitment to support and mentor could be about 2 hours a week.

Assignment mode/location: online/remote.

Purpose of the Role

Nauru is in an exciting phase of transitioning from a heavily public service focused economy to becoming more private enterprise centred. Nauru Business Hub (housed within the recently-formed Nauru Chamber of Commerce) seeks to develop a range of resources, offerings and activities to grow its membership base and support its micro, small and medium enterprise (MSME) members. The YES training session is one of these offerings being provided.

The Business Hub is also establishing itself as an entity and consolidating its organisational structure, strategy, business model etc. The Volunteer is also likely to be an advisor in this respect, should the need arise.

Selection Criteria:

- Business management/operations experience and knowledge.
- Ability to communicate effectively using plain and simple language
- Excellent interpersonal communications skills, including patience and flexibility to engage well with different styles and manners of interpersonal communications
- High degree of competency using online communications tool, including trouble-shooting and adapting/improvising if required
- Experience with delivering training online.
- Willingness to engage meaningfully in a supportive mentorship relationship.
- Experience in a business chamber context is desirable.
- Willingness and enthusiasm to collaborate but also take ownership

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 apply for 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 police check and Working with Children Check
 - ✓ 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 travelling are required to be vaccinated against Covid-19 and must provide an Covid Certificate as proof of vaccination.

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

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 fulfill the role requirements.
- If you have not heard from us within 4 business days, please consider your application unsuccessful at this stage.

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.