



Australian Business Volunteers

## Position Description: Funding Specialist

Position Ref: PAU011186

**Partner organisation name:** First Nations businesses and sole traders who are part of Australian Business Volunteers (ABV)'s mentoring program.

**Partner organisation location:** Western Australia

**Key dates:** Start ASAP

**Assignment timeframes:** December 2023 – July 2024 @ 3-4 hours per week with the possibility for extension

**Assignment mode/location:** Online/remote.

### Purpose of the Role

ABV is running a program in a region of WA and with First Nations Martu communities who are party to the Agreement with mining company, Newcrest Ltd. ABV's program supports the business community of Martu by working with individual business mentees. A challenge identified during the initial stage of the program has been the lack of seed funding available to initiate/progress business ideas. This assignment is to address this challenge and identify avenues of funding support.

Many First Nations entrepreneurs require initial funding to pursue their business ideas. This assignment is to explore appropriate funding opportunities – grants, partnerships with philanthropies and foundations, etc and to provide support to community members and their mentors.

- Gain a clearer understanding of the businesses and business ideas that Martu mentees have. This will be through conversations with SBP mentors and ABV program staff.
- Undertake desk-based research to gain a clearer picture of the funding landscape, and potential opportunities for partnerships with corporates, foundations, philanthropic organisations, etc.
- Identify additional work needed to realise funds, e.g. writing grant applications so that ABV can support such activities.
- Conduct additional work with ABV staff and mentors to support community members ideas with funding opportunities
- Develop relationships with possible funding partners and coordinate relationship with Senior Program Manager and Program Director

**Selection Criteria:**

- A cultural understanding of First Nations communities, their priorities, strengths, histories and ways of work. A sound understanding of funding infrastructures at corporate (CSRs), foundations, government funding, schemes, etc
- Experience working with partnerships, business development/proposals, etc.
- Good listening skills to authentically understand mentees, their visions, their challenges, etc.

**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](mailto: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.
- 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.