



Australian Business Volunteers

Position Description: Business Plan Writer

Position Ref: PAU011191

Partner organisation name: Batemans Bay Local Aboriginal Land Council

Partner organisation location: Batemans Bay, South Coast NSW

Key dates: Start ASAP

Assignment timeframes: 3-6 months @ 3-5 hrs p/week (includes "slow-down" period over Dec/Jan)

Assignment mode/location: Online/remote.

Purpose of the Role

The Batemans Bay Local Aboriginal Land Council (BB LALC) is dedicated to enhancing the overall well-being of the local Aboriginal community, focusing on areas such as culture and heritage, housing, and education. As a business entity, its operations are sustained through diverse income sources, including government funding and fee-for-service models. The organisation collaborates with an extensive array of stakeholders to secure funding and facilitate the delivery of its diverse activities.

In order to guide its operations in a sustainable and strategic manner, BB LALC is seeking a comprehensive business plan. This plan will serve as a roadmap for strategic decision-making, reinforce its identity as a business entity, and foster effective collaboration with stakeholders. To develop this business plan, it is imperative to thoroughly understand the scope of BB LALC's activities, programs, opportunities, and stakeholders, both current and anticipated.

The process will involve engaging with BB LALC, reviewing documents provided by them, and conducting thorough desktop research and analysis. The resultant 3-5 year business plan will be a crucial tool in steering BB LALC towards long-term success and positive community impact.

The criteria for providing support to the Batemans Bay Local Aboriginal Land Council (BB LALC) in developing a comprehensive business plan would likely include:

1. Understanding of Aboriginal Community Dynamics:

- Knowledge and sensitivity to the cultural, social, and historical context of the local Aboriginal community.

2. Business Planning Expertise:

- Experience in developing effective business plans, especially for organisations with diverse functions like culture and heritage, housing, and education.

3. Financial Acumen:

- Proficiency in financial analysis and planning to ensure the sustainability of BB LALC's operations.

4. Stakeholder Engagement Skills:

- Ability to engage with a wide range of stakeholders, including government agencies, community members, and funding bodies.

5. Strategic Thinking:

- Capability to think strategically and align the business plan with long-term goals and community needs.

6. Research and Analytical Skills:

- Strong research skills to gather relevant information and conduct a thorough analysis of current and future activities, programs, and opportunities.

7. Communication Skills:

- Clear and effective communication skills to convey complex information in a comprehensible manner and facilitate collaboration with BB LALC and its stakeholders.

8. Collaborative Approach:

- Willingness to work collaboratively with BB LALC, incorporating their insights and feedback into the business plan.

9. Commitment to Community Well-being:

- A genuine commitment to enhancing the well-being of the local Aboriginal community through sustainable and strategic business practices.

By meeting these criteria, the support provided can be tailored to the specific needs and goals of BB LALC, fostering the development of a robust and impactful business plan.

You will need to:

- Understand the scope of activities, programs, opportunities, stakeholders etc that the BB LALC is involved with, and/or planning for.
- Based off discussions with the LALC, and documents provided by them, and off desktop research and analysis, document a 3-5 year business plan.

Selection Criteria:

- A strategic thinker who has experience working with organisations on translating their strategic thinking into actionable plans.
- Experience in translating strategic ideas and concepts into tactical business operations.
- Strong written communications skills with experience writing for a broad of range of audiences including government and funding agencies.
- *Desirable* – experience working with Aboriginal organisations, projects and/or in First Nations context.

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.
- 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.