



Australian Business Volunteers

Position Description: **YES Facilitators** (Business / Startup / Trainer, Coach / Mentor).

Partner organisation name: Apeketon Business Hub

Key information: Deliver ABV's 5-day Your Enterprise Scheme (YES) small business training course in-person on Lihir Island, PNG. The assignment includes facilitation preparation (online, WFH), pre-course assessment, coaching and mentoring of course participants.

Key dates (exact dates TBC) + time commitment	<ul style="list-style-type: none">- WFH/online – preparatory work (approx. 30-40 hrs)- 2 weeks on Lihir Island, anticipated March 2024 - Planned outbound date from Australia: Sunday 10th March 2024- WFH/online – finalise reports, documentations, debrief, etc (approx. 10 hours)- While in-country the time commitment is standard full-time work hours.
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Assignment mode/location: Face to Face in country, Lihir Island PNG and online/remote.

Purpose of the Role

ABV works in partnership with Newmont Corporation to deliver on its social obligations to the Indigenous communities of Lihir Island, PNG. This includes providing support and training to members of the local business community to enable a thriving and sustainable economy, especially after mining activity on the island has ceased. Two Volunteers will work in partnership on this Assignment.

You will need to:

- Ensure thorough training preparation including becoming familiar with course material, co-designing training delivery with partner SBP, etc (this is to be done prior travel)
- Ensure smooth delivery of YES Program activities (in line with YES curriculum).
- Ensure training participants are well-supported and engaged throughout the program
- Oversee the documentation (“health check”) of each business using an in-house Excel-based tool (CPR) to assess business capacity and advice on ongoing support that the Business Hub could provide
- Provide a final summary report outlining coaching and mentoring activities, other support provided, and participants progress s/ achievements.
- Provide feedback on curriculum.

While these are the core activities of this assignment, as noted in the Assignment Summary at the top of this document, SBPs are to remain open to other ways to support overarching ABV program objectives on Lihir Island.

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Selection Criteria:

Experience and skills:

- At least 5 years teaching/training adult learners
- At least 5 years of experience in the business sector
- Experience in governance and compliance in business
- Strong Excel skills
- Excellent analytical and problem-solving skills
- Ability to work with businesses in developing countries or small communities.
- Collaborative, team player with prior managerial/mentoring experience

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 to Papua New Guinea are required to be vaccinated against Covid-19 and must provide an International Covid Certificate as proof of vaccination. This is an immigration requirement for visa applications.

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.