

Position Description:

Business Development Mentors (mentoring First Nations entrepreneurs)

Position reference: PAU011206

Key dates (exact dates TBC)	May - Dec 2024 (with possibility for extension).
Approximate time commitment	<p>Approximately 6 hours per month but timing and hours will be determined between the Senior Program Manager, Volunteer, and mentee. The Volunteer will need to be available to conduct mentor sessions with little forward planning.</p> <p>Face to Face: each Volunteer will have the opportunity to meet with their potential mentees on location in WA. Approximately 2- or 3-days including travel.</p>
Partner Organisation name:	Newmont Telfer limited.

Assignment mode/location: Hybrid – Online and travel to WA.

Purpose of the role:

ABV is running a program in Western Australia alongside First Nations Martu communities who are party to the Agreement with mining company, Newmont Telfer Ltd. The program supports the business community of Martu by working with individual business mentees.

This assignment provides an opportunity to mentor First Nations entrepreneurs. Working in partnership with the ABV programs team and our program partner, the Volunteer will walk alongside First Nations mentees at varying stages of their business and entrepreneurship journey, to establish a strong foundation for their businesses and have the confidence, skills, resources, networks of support and self-sufficiency to conduct the ongoing management of the business in a sustainable way.

Role Deliverables:

- Undertake ABV Cultural awareness training for onboarding & participate in ongoing education
- Attend online meet and greet for Mentee and Volunteer to explore whether their collaboration is appropriate
- Meet with Mentee a minimum 6 hours per month (1 – 2 hours per week) for mentoring sessions online/phone or face to face.
- Attend face-to-face trip/s to meet with mentees on location in WA as required.
- Connect regularly with Senior Program Manager, Program Coordinator and other Volunteers as a group discussing peer to peer learnings & sharing experiences.
- Exploration of business vision and mapping
- Capability statements or Personal profiles
- Business plans including financial planning
- Business proposal or Pitch Deck
- Administrative business requirements i.e. business registration, ABN, Sole Trader status
- Exploration of grant and funding options and proposals
- Market research and stakeholder mapping

Selection Criteria:

Essential Criteria:

- Extensive business expertise and experience
- Experience in business development and/or mentoring, professional development or training
- Exceptional written, verbal and presentation communications skills

Personal Attributes:

- Cross-cultural competency (the ability to work and communicate within a range of different cultural contexts).
- Understand how to deep listen and have a clear and consistent communication style for insight and feedback.
- Flexible and agile, allow for emergence and little planning.
- Collaborative, be open to feedback and ongoing learning.
- Comfort in building relationships remotely (using online communication channels and phone)

Desirable Criteria:

It is desirable for the SBP to have the following cultural understanding and technical capability:

- Experience working with First Nations cultures or have an understanding & willingness to explore culture, historical and current context, and structural obstacles faced by First Nations peoples
- Understanding or experience of remote contexts and/or the Western Australian experience

Technical

- Exploration and development of business vision and ideas
- Business plan development including required administration i.e. Australia Business Number Registration and tax requirements
- Market research and financial modelling
- Understanding and experience in various business models, beyond the conventional
- Experience in the fields of: Civil works & Mining, Machine and equipment hire, Music, creative arts, education, training and health

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.

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 Essential selection criteria above (including Personal Attributes) and include a short response to the question – what are the key principles to consider when engaging with First Nations people?**
- If you are not a Registered Volunteer – send **your CV with a response to the Essential selection criteria above (including Personal Attributes) and include a short response to the question – what are the key principles to consider when engaging with First Nations people?**
- If there are any special considerations, we would need to make for you.

If you have any questions, contact recruitment@abv.org.au

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 5 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.