

Position Description:

Seeking WA based - Business Development Mentors (mentoring First Nations entrepreneurs)

Position reference: PAU011206

Key dates (exact dates TBC)	Feb 2025 - Dec 2025 (with the possibility for dates to change)
Approximate time commitment	<p>Approximately 6 - 12 hours per month but timing and hours will be determined in consultation with Martu program team, mentee and volunteer. The Volunteer may also need to be available to conduct mentor sessions with little forward planning.</p> <p>Face to Face: each Volunteer will have the opportunity to engage with mentees on location in WA. Approximately 2- or 3-days including travel.</p>
Partner Organisation name:	Greatland Gold

Assignment mode/location: Hybrid – Online, phone and face to face.

Purpose of the role:

We are seeking volunteers located in Western Australia.

This assignment offers a unique opportunity to mentor First Nations entrepreneurs, the Martu people, living in communities and regional centres across the Pilbara and East Kimberley regions, including Broome and surrounding areas, Western Australia. In collaboration with the ABV programs team and our program partner, Greatland Gold, the volunteer will work closely with First Nations mentees at different stages of their business and entrepreneurship journey. The goal is to provide tailored support and guidance to help these entrepreneurs build a solid foundation for their businesses, while equipping them with the confidence, skills, resources, networks, and self-sufficiency needed to manage their businesses sustainably in the long term.

Key requirements include the development of strong collaborative relationships of trust, and a willingness to walk humbly alongside community, flexibly respond to the dynamic and evolving needs of First Nations entrepreneurs and be based within the WA region. Business areas are diverse including mining & resources, machinery, vehicle hire, creative arts, fashion and textiles, education, cultural awareness, tourism and music.

Role Deliverables:

This assignment requires a volunteer to

- Undertake ABV and program partner cultural awareness training for onboarding & participate in ongoing learning
- Attend online meet and greet to explore whether mentoring 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. (ABV will work with mentor and mentee to determine suitable times)
- Connect regularly with Senior Program Manager, Program Coordinator and other volunteers to engage in peer to peer learnings & share experiences.

Specific project deliverables may include but are not limited to:

- Defining and mapping the business vision
- Developing capability statements or personal profiles
- Creating comprehensive business plans, including financial planning
- Preparing business proposals or pitch decks
- Assisting with essential business administration tasks (e.g., business registration, ABN, Sole Trader status)
- Exploring grant and funding opportunities, and preparing proposals
- Conducting market research and stakeholder mapping

Note: Project-specific deliverables will be tailored to each mentee and business.

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
- WA-based

Personal Attributes:

- Strong cross-cultural competency, with the ability to work and communicate effectively across diverse cultural contexts
- Skilled in deep listening, with a clear and consistent communication style to facilitate insight and feedback
- Adaptable and flexible, with the ability to embrace emerging opportunities and work with minimal planning
- Collaborative, open to feedback, and committed to continuous learning
- Comfortable building relationships remotely through online communication platforms and phone

Desirable criteria:

It is desirable for the volunteer 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 the opportunities for First Nations business
- 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 complete a 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 before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required)
 - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

How to Apply:

Please submit your expression of Interest to recruitment@abv.org.au by **11/02/2025**, 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 cover letter explaining why this Assignment interests you along with 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 and a cover letter explaining why this Assignment interests you along with 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.