

Position Description:

Strategic Operational Planner

Assignment number: PAU011250

- Partner organisation name:** Cann River Community Centre
- Partner organisation location:** Cann River, VIC
- Key dates + timeframes:** Approx. 3 months
- Assignment mode/location:** Online/Remote with 1 x site visit at least

Purpose of the Role:

The Cann River RSL Community Centre has been a cornerstone of the local community since its establishment on 11 November 1993, proudly serving residents for over 32 years. In a small town like Cann River, the Centre plays a crucial role beyond its function as a Neighbourhood House, particularly as it holds the only paid community position (albeit part-time) in town.

Recognising the diverse and high expectations of the community, the Centre Coordinator and Committee are committed to developing a long-term plan that is both relevant and achievable within the available resources. To support this effort, they are seeking a volunteer to assist in drafting a comprehensive strategic or operational plan. This plan will help engage the community, identify resource gaps, and highlight areas that may require additional support.

The tasks and deliverables of this Assignment are:

To provide the Community Centre Coordinator and Committee of Management with:

- A workable Strategic Plan for the next 3 years that includes financial mapping of allocation of required resources
- A 12-month operational plan that includes:
 - Calendar of events
 - An evaluation plan
 - An approach for broadly engaging the community(Potential to change depending on conversations with the volunteer, ABV and community partner)

Selection Criteria:

- Demonstrated experience in developing strategic or operational plans, ideally within a community or non-profit setting
- Strong interpersonal and communication skills with experience in engaging with community members in small rural locations
- Knowledge of the Neighbourhood House Coordination program in VIC would be desirable

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 refer to this page on the ABV website for role closing dates: [ABV Open Assignments](#)

Please submit your expression of Interest to recruitment@abv.org.au 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 short paragraph confirming you have relevant skills and experience.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph 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.