



Australian Business Volunteers

**Position Description: Better Business Governance (BBG) Facilitator**

**Partner organisation name:** Apeketon Business Hub, Lihir, PNG

**Assignment number:** PPG011258

**Key information:** Deliver ABV’s Better Business Governance (BBG) training courses in-person on Lihir Island, PNG, including coaching and mentoring course participants.

<p><b>Key dates</b> (exact dates TBC)</p> <p><i>Timeframes are provided based on best available information at the time. Flexibility is appreciated.</i></p>	<p>Assignment start date: <b>28 April, 2025</b></p> <p>Preparation: <b>May-July</b></p> <p>Departure from AU: <b>20 July, 2025</b></p> <p>Departure from Lihir: <b>2 August, 2025</b></p> <p>Assignment close date: <b>30 August, 2025</b></p>
<p><b>Approximate time commitment</b></p>	<p>While in-country the time commitment is full-time work hours. Additional online/remote work will be required prior to travel to prepare for course facilitation, as well as online/remote work after travel to finalise reports and offer mentoring and coaching for up to a month.</p>

**Assignment mode/location:** Online/remote and in-country (Lihir, PNG)

**Purpose of the Role:**

ABV works in partnership with Newmont Ltd 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. The volunteer selected for this assignment will be responsible for delivering 2 sessions of the 3-day BBG program. This assignment will provide remote mentoring and coaching to BBG participants for up to a month following training delivery.

*This is a solo volunteer assignment. There is a small in-country team, but this role requires a high degree of self-sufficiency and independence.*

Assignment deliverables:

- Ensure thorough training preparation including becoming familiar with course material and curriculum prior to travel
- Ensure smooth delivery of BBG Program activities (in line with BBG curriculum)
- Ensure participants are well-supported and engaged throughout the program
- Oversee the documentation (“health check”) of each business that is participating in the BBG program

- Offer ongoing mentoring and coaching to participants
- Provide a final summary report outlining coaching and mentoring activities, other support provided, and participants progress s/ achievements
- Provide feedback on curriculum

### Selection Criteria:

- 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
- 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
- Strong Excel skills

### 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 (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.

### 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](mailto:recruitment@abv.org.au) by **22 April 2025**, confirming the following:

- The Role name and Assignment Number (e.g. Better Business Governance (BBG) Facilitator - PPG011258). If you would like to apply to more than one assignment, please include all applicable Assignment numbers (e.g. BSP YES Facilitators - PFJ011243 and PTO011244)
- You are available to travel and volunteer for the timeframes laid out above.
- 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** – please send a short response to the following questions:

1. How have you adapted your teaching or training approach to suit different learning contexts or needs, particularly when working with adult learners from diverse backgrounds?
  2. How have you worked across different cultures, particularly when facilitating training or coaching? How do you ensure that your methods are culturally sensitive and relevant?
  3. How do you approach working with small or informal businesses, particularly in developing countries or small communities, to support their growth and overcome challenges?
- **If you are not a Registered Volunteer** – send your CV with a short response to the following questions:
    1. How have you adapted your teaching or training approach to suit different learning contexts or needs, particularly when working with adult learners from diverse backgrounds?
    2. How have you worked across different cultures, particularly when facilitating training or coaching? How do you ensure that your methods are culturally sensitive and relevant?
    3. How do you approach working with small or informal businesses, particularly in developing countries or small communities, to support their growth and overcome challenges?
  - 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 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.