

Position Description:

Community Enterprise Business Advisor

Assignment number:	PAU011349
Partner organisation name:	Lake Tyers Aboriginal Trust
Partner organisation location:	Lake Tyers, Victoria
Key dates:	August - November 2026 Flexible based on volunteer's availability
Time commitment:	Approx. 8 hours per week
Assignment mode/location:	Hybrid: Initial visit to Lake Tyers Aboriginal Trust will be required for scoping and introductions and then remainder of assignment to be undertaken online (Travel costs covered by ABV).

Purpose of the Role:

Are you an experienced business, strategy or market research professional looking to use your skills to create meaningful community impact? Lake Tyers Aboriginal Trust is exploring the establishment of a lawn and home maintenance service for NDIS participants and aged care recipients. In this volunteer role, you will help assess community demand, analyse service delivery options and develop a practical business case to support informed decision-making and future growth.

You do not need previous experience working with Aboriginal and Torres Strait Islander communities. Support and guidance will be provided. We are seeking volunteers who are open, respectful and committed to working alongside community.

Activities

- Engage with Lake Tyers Aboriginal Trust and key stakeholders to understand community needs and priorities
- Conduct market research on local demand, service gaps, and NDIS and aged care funding pathways
- Analyse comparable services, pricing models, and workforce requirements
- Assess operational considerations, including service delivery models and compliance requirements
- Identify potential partnerships and referral pathways

Deliverables

- A Market Research Summary outlining demand, target clients and service gaps
- A Business Case including service model, pricing, costs and revenue projections
- Recommendations on workforce structure, partnerships and operational setup
- Guidance on NDIS and aged care alignment, including access to funding streams

Outputs

- Clear understanding of the viability of the proposed service
- A practical roadmap to establish the business
- Defined pricing and revenue approach
- Increased capacity for the Trust to deliver culturally appropriate services and create local employment opportunities.

Selection Criteria:

Essential

- Demonstrated experience in business analysis, market research, strategy development, business planning or business case development. Proven ability to design practical, financially sustainable business models, including pricing and revenue strategies
- Willingness to work alongside First Nations Communities, with a commitment to culturally appropriate and respectful engagement
- Ability to identify and develop partnerships and referral pathways to support service uptake and growth
- Strong analytical and problem-solving skills with the ability to translate insights into clear, actionable recommendations
- Excellent communication and stakeholder engagement skills, with the ability to work collaboratively and build trust within community settings.

Desirable

- Understanding of NDIS and/or aged care sectors, including funding models, service delivery requirements, and compliance considerations.
- Understanding of regional/ remote communities.

We welcome applications from professionals with transferable experience in business planning, strategy, consulting, commercial analysis, community development or enterprise development. Experience in the NDIS or aged care sectors is helpful but not essential.

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 volunteers@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 outlining your relevant experience against each selection criteria.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph outlining your relevant experience against each selection criteria.
- 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 (Assignment Description).
- 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.