

## Position Description:

### Strategic Planning Advisor

|                                       |                                                                                                                                                           |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Assignment number:</b>             | PAU011366                                                                                                                                                 |
| <b>Partner organisation name:</b>     | Heyfield Community Resource Centre                                                                                                                        |
| <b>Partner organisation location:</b> | Heyfield, VIC                                                                                                                                             |
| <b>Key dates:</b>                     | 3 months 2026<br>Assignment Commencement August/September 2026<br>Flexible based on volunteer's availability<br>In-person facilitated workshop – date TBC |
| <b>Time commitment:</b>               | 8 hours per week during the planning and consultation phase, with a one-day in-person commitment (plus travel) for the committee workshop.                |
| <b>Assignment mode/location:</b>      | Hybrid<br>Primarily online, with one in-person workshop in Heyfield. Travel and accommodation for the workshop fully funded by ABV.                       |

### Purpose of the Role:

Heyfield Community Resource Centre is a long-standing community hub in Heyfield, a small Wellington Shire town in Central Gippsland currently navigating significant economic change linked to the end of native timber harvesting and the Victorian Government's Timber Transition program. The Centre provides programs, services, information and a place for local connection, and is governed by a volunteer committee with a small staff base.

The Centre's current strategic plan needs refreshing, so it better reflects its operating reality, community role and priorities for the next 3–5 years. The committee is seeking a practical, plain-language plan it can use to guide decisions, funding applications and conversations with partners. The Strategic Planning Advisor will review the current plan, facilitate an in-person strategic planning workshop with the committee, help surface priorities and trade-offs, and produce a focused, committee-ready strategic plan. The assignment will help position the Centre as a steady community anchor through the Timber Transition period and strengthen its role in local resilience across Wellington Shire and Central Gippsland.

## Selection Criteria:

### Essential:

- Demonstrated experience developing or refreshing strategic plans for not-for-profit or community-based organisations.
- Strong facilitation skills, with proven ability to run productive in-person workshops with volunteer committees.
- Ability to translate strategic concepts into clear, plain-language documents that committees will use.
- Sensitivity to small-town, volunteer-led contexts and the time and capacity realities of community committees.
- Excellent written and verbal communication.

### Desirable:

- Experience working with Neighbourhood Houses, community resource centres or similar regional community organisations.
- Understanding of community resilience and the role of local community hubs in social cohesion and recovery.
- Experience supporting committees through transitions linked to broader regional economic change.

## 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.
  - ✓ Willingness to complete Australian 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 Australian 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](mailto: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.