

Position Description:

Governance and NFP Structure Advisor

Assignment number: PAU011368

Partner organisation name: Lake Tyers Aboriginal Trust (LTAT)

Partner organisation location: Lake Tyers, East Gippsland Victoria

Key dates: August – October 2026

Timeframe is flexible based on volunteer availability

Time commitment: Approx. 8 hours per week over 3 months.

Assignment mode/location: Hybrid

Most assignment work to be conducted online with a site visit to be arranged and funded by ABV as required.

Purpose of the Role:

Support the Lake Tyers Aboriginal Trust to explore, design and establish a complementary not-for-profit (NFP) entity that can improve access to government, philanthropic and charitable funding while preserving LTAT's existing governance structure, cultural authority and community leadership. The role will review suitable legal and organisational models, provide governance advice, and develop a practical roadmap for establishing an NFP entity that operates alongside LTAT. The new entity will be aligned with community priorities, support the delivery of community-led programs and services, strengthen organisational sustainability, and create greater opportunities to attract external funding while maintaining clear governance relationships with the Trust.

Selection Criteria:

- Experience in not for profit governance and organisational design
- Knowledge of Australian legal structures (e.g. incorporated associations, companies limited by guarantee, ACNC requirements)
- Experience advising on organisational transition or reform
- Strong analytical and written communication skills
- Ability to work collaboratively in community-led and culturally respectful contexts
- Understanding of funding and grant environments (desirable)
- Willingness to work alongside First Nations Communities, with a commitment to culturally appropriate and respectful engagement

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 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.