

Position Description:

Business Research & Gap Analysis

Assignment number:	PAU011372
Partner organisation name:	Heyfield Community Resource Centre
Partner organisation location:	Heyfield VIC 3858
Key dates:	8-10 week initial assignment with potential extension based on progress. September – November 2026, subject to volunteer availability and Heyfield CRC project planning under the Timber Transition program.
Time commitment:	6-8 hours per week during the research and analysis phase, reducing to 4-6 hours per week during drafting and review.
Assignment mode/location:	Hybrid - Primarily online, with an in-person visit to Heyfield to meet the CRC team and a sample of local business operators. Travel and accommodation fully funded by ABV.

Purpose of the Role:

Heyfield is a small town in Wellington Shire, Central Gippsland, undergoing significant economic transition following the end of native timber harvesting in Victoria. The town has long been connected to the timber industry and is now working to identify new economic opportunities, strengthen local services and broaden its business base.

Australian Business Volunteers (ABV), through the Resilient Regions program, is supporting Heyfield Community Resource Centre to develop a Business Research and Gap Analysis. This work will provide a clear evidence base for understanding Heyfield's existing business strengths, current service and capability gaps, and the town-level enablers needed to attract and sustain new operators, such as housing, schools, medical services and supporting infrastructure.

The Business Research and Gap Analysis Advisor will work with Heyfield Community Resource Centre, local stakeholders and ABV program staff to produce an internal report that can inform decision-making by the Timber Transition Industry Working Groups. The report will help identify where attention, funding and effort could be directed to support Heyfield's transition, including opportunities for displaced timber workers, local households and existing small businesses. This role will also lay the foundation for a follow-on Business Prospectus, which will translate the research into a front-facing document to support future business attraction and investment in Heyfield.

Selection Criteria:

Essential:

- Demonstrated experience producing business research, gap analysis, or economic development reports for regional towns or local government.
- Strong skills in economic and business analysis, including ability to identify capability gaps and what enables small business attraction in regional contexts.
- Excellent written communication, with a track record of producing internal reports that are concise, evidence-based and decision-useful.
- Experience engaging with small business operators, local government economic development teams and community organisations.
- Sensitivity to small-town economic transition contexts and to working alongside a part-time community-based project manager.

Desirable:

- Experience with regional economic transition programs, particularly forestry, agriculture or resource-sector transitions.
- Familiarity with Victorian regional development settings, including Wellington Shire and DEECA's Timber Transition program.
- Understanding of how town-level enablers (housing, schools, medical, infrastructure) interact with business attraction.
- Experience working with neighbourhood houses, community resource centres or similar community-based hosts.

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.