

Position Description:

Business Feasibility Advisor – Hemp Processing Hub

Assignment number: PAU011357

Partner organisation name: Orbost and District Chamber of Commerce and Industry

Partner organisation location: Orbost, Victoria

Key dates: July – September 2026 – flexible based on volunteer availability

Assignment time commitment: Approx. 8 hours per week

Assignment mode/location: Initial site visit and then working remotely. Travel fully funded.

Purpose of the Role:

The purpose of this role is to undertake a high-level feasibility assessment to determine the viability of establishing a hemp processing hub in Orbost, East Gippsland. The role will support local stakeholders to assess whether industrial hemp could provide a practical pathway for regional economic diversification following the transition away from native timber harvesting.

The assessment will consider how existing industrial infrastructure, including the former Parkside mill, could be leveraged to support hemp processing, value-added manufacturing and emerging market opportunities. It will also help inform whether the proposed hub could contribute to local job creation, industry development and long-term regional resilience.

The volunteer will undertake an initial feasibility analysis to assess the viability of establishing a hemp processing hub in Orbost. This will include reviewing the suitability of the former Parkside mill site and existing infrastructure, exploring hemp processing options and supply chain considerations, assessing market demand and opportunities in construction and manufacturing, and identifying potential business models, strategic partnerships, capital requirements, funding considerations and site access or acquisition requirements.

Selection Criteria:

- Experience in feasibility analysis and business case development
- Knowledge of industrial development, manufacturing, or processing industries
- Ability to assess infrastructure and site suitability
- Understanding of market analysis and commercial viability assessment

- Strong analytical, reporting, and stakeholder engagement skills
- Ability to deliver a practical, high-level assessment within a short timeframe

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.