

Position Description:

Business Skills Trainer and Workshop Co-Facilitator

Assignment number: PAU011361

Partner organisation name: Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) – Business Enterprise

Partner organisation location: Kalimna West, VIC

Key dates:

- Wednesday 26th August 9-11am:** Kick-off meeting.
- Tuesday 7 October 2026:** On Country cultural awareness walk (TBC).
- Wednesday–Thursday, 8-9 October 2026:** Business Acumen workshop delivery. *Travel one day each side*

Assignment time commitment: 5–7 hours per week during preparation, plus in-person workshop delivery and agreed follow-up/debrief activities.

Assignment mode/location: In-person workshop with other work done Online. Travel is funded.

Purpose of the Role:

As part of ABV's Resilient Regions program, this role supports Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) Country Operations to build the business and commercial capabilities of its workforce through the delivery of a practical Business Acumen Workshop. The Resilient Regions program strengthens economic resilience, local capacity and community-led development, with volunteers working alongside organisations to build sustainable systems, skills and opportunities.

GLaWAC's Country Operations team provides meaningful employment and training opportunities for Aboriginal people across Gippsland in areas including cultural land management, roadside maintenance, civil construction and landscaping. As the business continues to grow, there is a need to strengthen commercial sustainability, increase income-generating opportunities and improve readiness to secure and deliver contracts.

The Business Acumen Trainer and Workshop Co-Facilitator will design and deliver an engaging, practical and culturally grounded workshop that builds staff confidence and capability in commercial thinking, financial understanding, operational planning and tender readiness. Building on the foundations established through a previous workshop, the role will adapt existing materials and learning activities to meet the needs of participants, including using simple language, visual learning methods and hands-on discussion approaches that support varying literacy levels.

Working closely with GLaWAC leaders and ABV staff, the volunteer will help create a learning environment that is relevant to participants' day-to-day work, strengthens internal capability and supports GLaWAC's long-term goals of growing a sustainable, competitive and community-centred enterprise that reflects and upholds Gunaikurnai values, knowledge and connection to Country.

Selection Criteria:

- Demonstrated experience designing, developing and delivering practical adult learning workshops, including the ability to create clear workshop materials, activity-based learning tools, templates and evaluation resources.
- Proven ability to work respectfully, collaboratively and effectively with Aboriginal organisations and communities, ensuring training is culturally grounded, strengths-based, and aligned with GLaWAC's heritage, values and organisational goals.
- Strong business administration capability-building skills, including the ability to translate operational, scheduling, communication and project coordination concepts into practical tools and activities for staff.

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.