

Position Description:

Business Administration Trainer

Assignment number: PAU011362

Partner organisation name: Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) – Country Operations Team

Partner organisation location: Kalimna West, VIC

Key dates:

- Monday 25th August** – Kick off meeting.
- Tuesday 20 October 2026:** On Country cultural awareness walk (tbc).
- Wednesday–Thursday, 21–22 October 2026:** Business Administration 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:

The Business Administration Trainer will design and deliver a practical, culturally grounded Business Administration workshop for GLaWAC's Country Operations Team, building the knowledge, confidence and capability of staff in core business administration functions. The role will strengthen internal systems, processes and day-to-day operational practices across areas such as communication, scheduling, project coordination, tender support and administrative workflows, ensuring skills are immediately applicable to current and future work activities.

Building on the success of previous Business Acumen workshops, the trainer will work collaboratively with GLaWAC to develop relevant learning experiences that enhance operational effectiveness and support the successful delivery of landscape, civil and natural resource management projects. The workshop will be tailored to GLaWAC's organisational context, processes and priorities, incorporating existing team strengths and practical tools that can be embedded into ongoing operations.

The role will ensure all training is culturally respectful, strengths-based and aligned with GLaWAC's values, supporting meaningful employment and capability development opportunities for Aboriginal people across Gippsland. Through practical and locally relevant learning, the trainer will help build

sustainable administrative capability that contributes to the organisation's long-term success in caring for Gunaikurnai Country, supporting community outcomes and strengthening organisational resilience.

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.