

## Position Description:

### Governance and Organisational Structure Advisor

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| <b>Assignment number:</b>                                                                                       | PAU011407                                                            |
| <b>Partner organisation name:</b>                                                                               | FLOAT Incorporated, Far East Flaneur                                 |
| <b>Key dates:</b><br>(please note Volunteers are not expected to work over the December/January holiday period) | October 2026 – February 2027                                         |
| <b>Time commitment:</b>                                                                                         | Approx. 8 hours per week                                             |
| <b>Assignment mode/location:</b>                                                                                | Online, with an initial site visit to be arranged and funded by ABV. |

### Purpose of the Role:

*Help shape the future of a community-led tourism initiative by establishing a governance model that supports sustainable growth, community ownership and long-term impact.*

The Resilient Regions Program, delivered by Australian Business Volunteers (ABV), is a place-based, community-driven initiative that strengthens disaster preparedness, economic resilience and social cohesion across small towns and communities in East and Central Gippsland.

ABV is partnering with FLOAT, seeking a volunteer **Governance & Organisational Structure Advisor** to help identify the most appropriate governance, ownership and organisational structure for the **Far East Flaneur**, an innovative regenerative tourism initiative in East Gippsland that connects visitors with local stories, culture and nature-based experiences. Following a successful pilot in 2026, the initiative is now seeking a governance model that supports future growth, funding opportunities and community participation while preserving its values and local leadership.

In this role, you will review the initiative's current structure, research governance and ownership models, consult with key stakeholders, and assess legal and organisational options. You will develop recommendations for a governance model that supports sustainable growth, community participation, and future funding and investment opportunities.

### Selection Criteria:

#### Essential Experience

- Experience in governance, organisational development, social enterprise or community-led organisations.
- Knowledge of legal and governance structures applicable to Australian community ventures.
- Strong research, analysis and report-writing skills.
- Ability to develop practical recommendations suited to community-based organisations.

#### Desirable Experience

- Experience with cooperatives, community-owned enterprises or not-for-profit governance.
- Experience working with regional or rural communities.
- Understanding of sustainable tourism, regenerative tourism or community development.

### 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](mailto: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.