

Position Description:

Strategic Planning Consultant

Assignment number:	PAU011412
Partner organisation name:	Mitchell River Hockey Club
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	October – December 2026 Timing is flexible based on volunteer availability
Time commitment:	Approx. 6- 8 hours per week
Assignment mode/location:	Online with a site visit to Bairnsdale as required, fully funded by ABV.

Purpose of the Role:

Help shape the future of Mitchell River Hockey Club by developing a strategic plan that supports sustainable growth, community resilience 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 Mitchell River Hockey Club, seeking a volunteer **Strategic Planning Consultant** to facilitate stakeholder engagement and develop a practical three to five-year strategic plan that supports the club's continued growth and contribution to the broader community.

In this role, you will work closely with committee members and stakeholders to identify the club's strengths, challenges and future opportunities. You will facilitate strategic planning discussions, develop clear priorities and success measures, and create a practical implementation roadmap that supports participation growth, volunteer development, facility planning and financial sustainability. The planning process will also explore how the club and its facilities can contribute to local community resilience, emergency preparedness and community connectedness.

Your work will provide Mitchell River Hockey Club with a clear and practical three to five-year strategic plan that supports effective governance, sustainable growth and stronger decision-making.

Selection Criteria:

- Demonstrated experience in strategic planning and organisational development.
- Experience working with regional communities, sporting, not-for-profit or volunteer-based organisations.
- Strong stakeholder consultation and facilitation skills.
- Ability to identify strategic priorities and develop practical implementation plans.

- Understanding of governance, sustainability and community engagement principles.

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.