Position Description:

Strategic Planning Advisor

Assignment number:	PAU011432
Partner organisation name:	The Big Gallery Inc.
Key dates: (please note Volunteers are not expected to work over the December/January holiday period)	November 2026 – March 2027
Time commitment:	Approx. 6-8 hours per week
Assignment mode/location:	Online (An initial site visit to be arranged and funded by ABV.)

Purpose of the Role:

Help shape the future of a much-loved regional arts organisation and community asset

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 The Big Gallery Inc. (Briagolong, VIC) seeking a volunteer Strategic Planning Advisor to help develop a clear roadmap for sustainable growth and long-term impact.

In this role, you will work alongside the Committee to review current operations, governance and future priorities, facilitating strategic planning discussions and translating ideas into a practical three-year Strategic Plan. You will help identify opportunities to strengthen financial sustainability, explore income generation pathways, consider risk and insurance requirements associated with building ownership, and develop an actionable implementation plan. Your contribution will provide a strong foundation for the organisation to manage and grow its newly acquired community asset while continuing to foster community resilience and cultural engagement.

Selection Criteria:

- Demonstrated experience in strategic planning and organisational development.
- Experience working with community, arts, or not-for-profit organisations.
- Strong stakeholder engagement and facilitation skills.
- Understanding of governance, sustainability and risk management principles.
- The ability to analyse challenges, identify opportunities and develop practical, achievable recommendations.

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.