



Australian Business Volunteers

Position Description: PAU011119

Role Title:	Your Enterprise Scheme (YES) Program Facilitators
ABV Project Name:	Apeketon Business Hub (ABH)
Partner Organisation:	Newcrest Mining Lihir
Assignment Start Date:	YES #4: Mar 2023 YES #5: May 2023 YES #6: Oct 2023 YES #7: Nov 2023 YES #8: Mar 2024 (note: exact travel dates TBC pending visa processing).
Duration:	<ul style="list-style-type: none">• It is a 5-day workshop• 3-4 weeks stay on the Island of Lihir• Ongoing online coaching/mentoring support (as identified)
Location:	Lihir Island, Papua New Guinea (PNG)
Time Commitment:	On-site (full-time) (Note: optional ongoing online support estim. 1-2 hours per week over 3-6months)

Primary Purpose of the Position

To support the ABV in-country team in the delivery of YES training to SME participants. Specifically, providing advice, guidance, and support on the facilitation of YES training, delivery of coaching and mentoring activities, and capability building ABV in-country staff to take on greater coaching and mentoring responsibilities over time. In addition, the role will work with the ABV ABH team to conduct business 'health checks', review/update Client Pathway Reports, linking SME clients to ongoing online coaching and mentoring support (through the broader Pacific SBP Team) and conduct support planning for the next 3-6 months.

Selection Criteria

Formal qualification in Business Management, Finance, governance, or a related field. The combined experience and skills of the skilled business professional required are:

Experience and skills:

- At least 5 years teaching/training adult learners
- At least 5 years of experience in the business sector
- Experience in governance and compliance in business
- Excellent analytical and problem-solving skills
- Excellent communication and interpersonal skills, able to work productively with a range of stakeholders, and the ability to communicate effectively with people from diverse backgrounds.
- Ability to work with businesses in developing countries or small communities.
- Collaborative, team player with prior managerial/mentoring experience

Personal Attributes:

- Patience, tolerance, and flexibility.
- Cultural sensitivity and awareness.
- Trauma-awareness / empathy for working with disaster-affected communities
- Comfort in building relationships face to face and remotely (using online communication channels).



- An ability to cope in a challenging environment with limited resources.

Please submit your basic Expression of Interest to recruitment@abv.org.au as soon as possible, confirming the following:

- Prefer assignment start date(s)
- You have the relevant skills and experience outlined in the Selection Criteria.
- 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 there are any special considerations, we would need to make for you

*Please note: At this stage there is no need to write a response to selection criteria.

What will happen next?

- ABV will review all applications as they are received
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and may be requested to return a detailed Expression of Interest (EoI) addressing the selection criteria in the ToR.
- ABV will communicate with all candidates to let them know the outcome of their application.