



Australian Business Volunteers

Position Description: Local Council Advisor PAU011143

Program lead (ABV staff)	George Barrett, Senior Program Manager
Assignment role title	Local Council Advisor
Partner organisation name	Braidwood and Village Business Chamber
Partner organisation location	Braidwood, NSW
Assignment timeframes	8-week duration commencing ASAP once a suitable candidate is identified, recruited and their availability discussed
Key dates	Start ASAP
Approximate time commitment	Approx 3-5 hours per week
Assignment mode/location	Online/remote. Travel is not designed into this assignment, but should it eventuate, all travel must be compliant with ABV's Travel Policy.

Primary Purpose of the Position

The resilience of a community rests on the vitality of the community and robustness of its economy. There are currently several infrastructure concerns which are inhibiting the wellbeing of the community:

- Limited parking spaces mean local shopfronts are not able to benefit from through traffic.
- The showground and recreation grounds have been unusable for 2 years and has impacted community wellbeing, cancelled major events, etc
- Development within heritage requirements has been burdensome.

Tasks:

- Conduct desk-based research and relevant stakeholder engagement to understand stakeholder positions, concerns/issues, relevant Council plans, recent submissions, etc
- Based off the community's *Our Vision*, build a strategy plan around how, when, resources, etc
- Engage with the Business Chamber to ensure findings are understood in practical terms

Deliverables:

- A comprehensive but succinct report and strategy plan outlining the current status of the issues, and recommendations for possible approaches to get traction with the Council.
- Plan and participate online in a workshop delivered to the business chamber; ABV staff will provide support..

Selection Criteria:

Deep understanding of local government mechanics and community groups

Ability to communicate complex issues in a practical way.

Tactful interpersonal skills and astute relationship management

Prerequisites for SBPs undertaking assignments.

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be able to Volunteer with ABV under your existing Visa or Citizenship Conditions and you will be asked to provide evidence of this
 - ✓ Willingness to apply for police check and Working With Children Check
 - ✓ Willingness to be interviewed and have references checked
- To undertake an ABV assignment once registered:
 - ✓ Willingness to interview for the role with ABV program staff and possibly partner organisation
 - ✓ Acceptable police check and Working with Children Check
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check, compliance with all travel, entry and in-country requirements (where international deployment is part of the assignment)

Notes:

- Should you wish to discuss any personal circumstances with respect to any special requirements you have and/or local cultures of assignment locations, ABV is very open to doing so.
- Where travel is part of the assignment, we encourage you to realistically reflect on your ability to acclimatize to different environments, terrains, and lifestyles, and to discuss this with ABV if you have any questions or concerns.

Attributes of SBPs seeking to work with ABV

- Respect for ABV staff, local communities, and their knowledge and experience
- Understanding and respect for cross-cultural contexts
- Exceptional communication skills (including interpersonal, written, verbal, non-verbal, and listening)
- Ability to read, listen to and manage community expectations and deliver accordingly
- Empathy, patience, and collaborative attitude
- Comfort in building relationships remotely (using online communication tools)
- Comfortable to trouble-shoot and manage ambiguity

HOW TO APPLY:

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

- The Role name and Assignment Number
- That you have the relevant skills and experience as 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.

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.

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.