

Are you our next Executive Officer?

Lucerne Australia is seeking an Executive Officer. Representing growers and associated businesses, the organisation is the peak body for the lucerne seed industry. Lucerne Australia is based at Keith, in the Upper South East of South Australia.



The Executive Officer will be required to conduct the day to day running of Lucerne Australia under the direction of the Lucerne Australia Executive Committee. The position will require some face-to-face contact and presence at events and meetings along with some after hours work, as well as travel within the region and from time to time, outside the region (including interstate as appropriate).

This position involves:

- Being the primary contact for the organisation for 15 -20 hours per week
- Being accountable to the Lucerne Australia Executive Committee
- Implementing the Strategic Plan
- Secretarial, financial, and administrative management
- Maintaining professional, open, timely communications
- Pursuing funding for industry development
- Initiating and fostering stakeholder relationships
- Being informed of current industry issues
- Organising and managing industry events

Ideally, the successful applicant will be:

- A self-motivated individual with the ability to show initiative and able to meet deadlines
- Proficient in Xero, committee reporting and financial record keeping
- Proficient computer skills, IT, and file management
- Skilled in written and oral communications
- Conversant with funding applications and project management
- Flexible with hours and able to travel

Essential requirements:

- Provide a vehicle and hold a current driver's licence.

Desirable requirements:

- An understanding of agriculture and farming systems is desired but not essential.

Timeline

This contract is available for immediate start and will be for a 12-month period, with potential for the contract to be extended for the right applicant. This role will be conducted on an as required, flexible basis for a suggested 0.3 to 0.4FTE.

Monitoring and review

The successful applicant will undertake a three-month probation review and 12-monthly performance reviews with the Lucerne Australia Executive Committee to ensure that all contracted deliverables and other objectives are being met satisfactorily.

Budget

The Executive Officer will be engaged as a contractor. The budget for the role is \$50 to \$60/hour (+ GST), to be negotiated and will be paid monthly in arrears upon the provision of a tax invoice.

The budget includes time to perform the tasks required for the role but does not allow for time spent travelling. Office operating expenses (e.g., mobile telephone, internet, stationery etc.) are covered by the organisation. A laptop and printer are also provided by the organisation for the duration of the contract for use on tasks directly related to the role.

Working from home is available in this role, or office space is available in Keith.

Reimbursement for work-related travel and accommodation expenses will be based on an actual cost reimbursement basis and will only be paid for work-related travel and accommodation outside the Keith region. Cents per kilometre allowance will be paid at the standard ATO rate for the financial year (currently \$0.88/km). All invoices and travel claims are required to be approved by the Executive Committee before payment.

Contract

An agreement will be provided for the role, which will also outline all required outcomes.

More information and to apply

Please submit applications, including resume with two referees and expression of interest letter to: info@lucerneaustralia.org.au

Applications close 5pm Monday 30th June 2025.

For further information please contact:

EO Danielle Lannin England on 0439 538 332
Chair Ben Farmer on 0438 501269