



Lucerne Australia is seeking an Executive Officer to support the leadership, administration and strategic direction of the organisation. Representing growers and associated industries, Lucerne Australia is the peak body for the Australian lucerne seed industry and is based in Keith, in the Upper South East of South Australia.

Key responsibilities

- Act as the primary contact for the organisation, working approximately 10 to 25 hours per week (average 15p/w, subject to workload).
- Provide accountable, responsive support to the Lucerne Australia Executive Committee.
- Implement and progress the organisation's strategic plan.
- Manage secretarial, financial and administrative functions.
- Support sound governance practices and compliance.
- Maintain professional, timely and open communication with members, stakeholders and partners.
- Identify and pursue funding opportunities that support industry development.
- Build and maintain productive stakeholder relationships.
- Stay informed about current industry issues and emerging priorities.
- Coordinate industry events, including field days and workshops.
- Provide oversight of projects and contracted deliverables.

About the successful applicant

- A self-motivated professional who shows initiative and can meet deadlines.
- Strong accounting, record-keeping and administrative skills.
- Sound computer, IT and file management capability.
- Excellent written and verbal communication skills.
- Flexibility in working hours and willingness to travel as required.

Essential requirements:

- Provide a suitable home office or workplace.
- Provide a vehicle and hold a current driver's licence.

Desirable requirements:

- An understanding of agriculture and farming systems is desirable, but not essential.
- Day-to-day operation of Lucerne Australia under the direction of the Lucerne Australia Executive Committee.
- Face-to-face engagement, attendance at meetings and events, and occasional after-hours work.
- Travel within the region and, from time to time, outside the region, including interstate where required.
- Experience with funding applications and project management.

Timeline

This contract is available for an immediate start and will initially be offered for 12 months, with the potential for extension for the right applicant. The role will be delivered on a flexible, as-required basis at approximately 0.3 to 0.5 FTE.

Monitoring and review

The successful applicant will participate in a three-month probation review and annual performance reviews with the Lucerne Australia Executive Committee to ensure contracted deliverables and agreed objectives are being met satisfactorily.

Budget

The Executive Officer will be engaged as a contractor. The budget for the role is \$45 to \$65 per hour (+ GST), to be negotiated, and will be paid monthly in arrears upon receipt of a tax invoice. The budget includes time required to perform the duties of the role, but does not include travel time. Office operating expenses, such as mobile telephone, internet and stationery, will be covered by the organisation. A laptop and printer will also be provided for the duration of the contract for use on tasks directly related to the role.

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

Contract

A contractor agreement will be provided for the role and will outline the required deliverables and outcomes.

More information and to apply

For further information, please contact:

Amanda Kroehn, Executive Officer on 0439 538 332 or info@lucerneaustralia.org.au

Please submit your application, including a resume, two referees and an expression of interest letter to info@lucerneaustralia.org.au.