

<b>Job Title</b>	Executive Officer	<b>Reporting To</b>	Board Chair
<b>Review Date</b>	February 2026	<b>Next Review Date</b>	February 2027
<b>Position Type</b>	12 month contract, possibility to extend with funding	<b>Hours</b>	Average of 10 hours per week with peak times during project delivery.
<b>Location:</b>	Remote (work from home) location at agreed upon location with travel reimbursed at current tax rate per kilometre.	<b>Travel</b>	Pre-approved travel for stakeholder engagement, workshops and events required.
<b>Salary</b>	\$40 per hour plus superannuation and leave entitlements Monthly reimbursement for office (\$50) and phone expenses (\$50) PAYG and superannuation are paid as per government regulations. Long Service Leave accrued after 7 years of service in line with Fair work Australia and Wage Inspectorate Victoria.		

### **Purpose of the position**

The Executive Officer will be a collaborative leader and oversee the management and implementation of the delivery of projects and events to achieve the strategic direction, aims and objectives of Partners in Ag as established by the Board.

### **Responsibilities and duties**

#### **Administration**

The Executive Officer will assume the role of Secretary of the Partners in Ag Board.

Responsibilities include:

- preparing the Board meeting documents;
- any other daily administrative tasks required to support the activities and function of the Board;
- maintaining a membership database; and
- implementing the decisions of the Board
- The Executive Officer must provide regular reports to the Board which will include information to assist good governance, particularly compliance with relevant legislation relating to but not limited to:
  - Consumer Affairs Victoria
  - Australian Securities and Investment Corporation (ASIC)
  - Australian Taxation Office (ATO)
  - Information to assist the Board's decision making
  - Progress of Workshops
  - Opportunities and risks as revealed
- The Executive Officer in consultation with the Treasurer, are responsible for managing the finances and maintaining the true and accurate financial records of Partners in Ag Inc.

- In consultation with the Treasurer, a financial report must be prepared and distributed prior to every Board meeting. Following the Treasurers financial report to the Board, the Executive Officer will be required to answer questions.
- An annual budget will be prepared by the Executive Officer, in consultation with the Chair and Treasurer.
- Updated workshop budgets may be requested by the Board.
- Accounts receivable must be invoiced promptly and late payments monitored.
- All accounts payable must follow the Payment Approval process outlined in the Financial Management Policy.
- BAS, PAYG and Super payment and reporting obligations must be completed by the due date.
- All accounts must be Audited annually. The Board will confirm the Auditor at the AGM.

## **Executive Management**

The organisation may require additional human resources for the delivery of projects or administrative processes.

It is the responsibility of the Executive Officer to recruit, engage and manage staff and contractors to deliver the Board's identified objectives.

## **Event and Project Management**

Regular communication between the Executive Officer, Board and other staff (as required) will ensure that opportunities are pursued, and issues are addressed promptly. From experience and through their networks, Board Directors may also provide leads, issues and opportunities for staff to explore.

Networking and Industry consultations are an essential ingredient to achieve this goal. The Executive Officer is required to:

- consult and engage with a wide range of industry participants to gain intelligence of agricultural sector training needs and opportunities.
- explore potential funding options. With approval from the Chair, the Executive Officer will further pursue these opportunities and provide a report to the Board at subsequent meetings.
- prepare funding applications in consultation with the Chair, following Board approval.
- regularly review the suite of Partners in Ag workshops. Suggestions for the development of new or revamped workshops must be taken to the Board for approval.
- maintain a database of industry contacts.

Delivering quality professional learning is the Partners in Ag Inc core business. The Executive Officer will delegate responsibility to appropriate staff, as needed. These activities may include:

- identifying the workshop topic to meet the community/participant needs
- identifying the location for workshop delivery
- booking a local venue and organising catering
- creating the “event” on the website
- preparing and distributing the marketing materials
- maintaining a register of approved facilitators by workshop topic
- contracting the topic facilitator chosen from the list of approved facilitators.

- managing the needs of the attendees and providing the facilitator with their names
- ensuring payments have been received from all workshop participants
- preparing evaluation forms/surveys and collating feedback
- completing reporting requirements as specified by the funding body
- maintaining a database of workshop participants and approved facilitators.

The Partners in Ag Inc website is the organisation's public face. It is important that all information is accurate and up to date. The Partners in Ag Inc AGM notice must be displayed on the website according to the Rules of Incorporation.

Social media is an important communication tool for the agricultural sector. Management of the Partners in Ag social media accounts are the responsibility of the Executive Officer.

Partners in Ag prides itself on being an ethical organisation. It is expected that all Board Members, staff and contractors abide by the Partners in Ag constitution and policies.

## **General**

In addition to the essential duties listed above, other tasks may be required of the Executive Officer from time to time, in pursuit of PinAg's objectives.

## **Academic and trade qualifications**

### **Essential qualifications**

- Certificate (or higher) in business related qualification or equivalent
- Current Driver's Licence
- ASIC Director ID (or willing to obtain)

The successful applicant will be required to obtain a valid employment Working With Children Check and National Police Check

## **Work experience and skills**

### **Essential experience**

- Minimum 5 years of event or project management experience
- Grant writing and budget management
- Budgeting and Financial Management

### **Desirable experience and skills**

- Experience working within or knowledge of the agriculture industry or rural communities
- Report writing
- Managing staff and stakeholder relations
- Marketing and social media

### **Essential qualities or behaviours**

- Exceptional written and verbal communication skills
- Effective time management skills
- Reliable and organised
- Exceptional strategic thinking, problem-solving

- Commitment to advancing collaborative approaches to projectsAbility to confidently manage and navigate diverse constituencies, complex politics and relationships with a variety of stakeholders.

## **Relationships**

The Executive Officer will report to the Board at regular meetings with a written report of current and future activities.

The Executive Officer will establish and maintain relationships with the following stakeholders:

- Partners in Ag financial members
- Agricultural industry stakeholders
- Funding providers
- Sponsors and Donors
- Workshop Facilitators and participants
- Event Attendees and collaborators

Board Chair signature:

Date:

Board Chair Name:

Applications due Monday 23 February 2026.

Applications can be directed to the Board Chair, Tracy Dart on [chair@partnersinag.org.au](mailto:chair@partnersinag.org.au)