



Administration Assistant - Job Description

About Rural Edge Australia

VISION: To empower and grow profitable primary producers through business skills training and professional development

PURPOSE: We deliver highly relevant, peer-to-peer learning opportunities that support primary production businesses to be innovative, competitive and profitable

Rural Edge is led by a Board of professional and passionate individuals from primary industries and based across regional Australia.

Rural Edge is continuing to grow training, support and professional development opportunities offered in 2022 to meet not only the requirements of farmers, but also our partners wishing to connect and engage with primary producers and promote their skills and services.

Rural Edge is a dynamic and visionary organisation which is highly regarded by farmers, agribusiness, research development corporations and government agencies. We are selective in our partnerships and collaborate with like-minded organisations and agencies. We know one size does not fit all and so we tailor our partnerships to ensure that value is maximised for both parties and the result is valuable and applicable professional development outcomes for our growers, when and where it is needed.

We are highly experienced and skilled at developing and delivering training that is respected by and useful to farmers. This is in part due to Rural Edge engaging facilitators who are also working farmers and this has been proven to increase engagement. Rural Edge has partnered with organisations such as CBH Group, GRDC, AgriFutures Australia, Muresk Institute, MLA, RSM Australia, HHG Legal, Rabo Bank and MLA as a result of our reputation for delivering exceptional educational outcomes which focus on immediate on-farm adoption.

Administration Assistant - Contract for Service

The Administration Assistant is responsible for assisting the Marketing & Operations Manager with the planning, marketing and coordination of the Rural Edge suite of workshops and events, inclusive of assisting maintain the Rural Edge membership base. Other key duties include assisting with maintaining and updating the organisation's website, social media and evaluation databases, assisting with the development of the bi-monthly eNewsletter and community liaison.

Key relationships and reporting structures

The Administration Assistant reports to the Marketing & Operations Manager. The Administration Assistant will work with the Events Manager on a needs be basis.

This role is key to facilitating efficient and effective communication and collaboration between relevant strategic partners, local host networks and sub-contractors.



Key accountabilities

Fulfil the accountabilities of this role in a professional, friendly and efficient manner while upholding the values of Rural Edge Australia at all times:

- Relevance
- Innovation
- Integrity
- Collaboration

1. Assist with workshop coordination including:

- Responsible for assisting with the consistent delivery of workshops in a timely manner to communities. This includes compiling and distribution of marketing materials for events and workshops.
- Assist with workshop enquiries.
- assist and support Workshop Facilitators with successful delivery of online workshops via Zoom.

2. Assist with membership management including:

- Accurately and prudently managing membership CRM.
- Assist with membership enquiries.

3. Communications and marketing including:

- Assist with compiling and distributing consistently styled marketing and communication for Rural Edge including design and draft content for social media platforms in-line with the social media schedule provided by the Marketing & Operations Manager.
- Updating and maintaining website, compiling eNewsletter content in-line with the print schedule provided by the Marketing & Operations Manager.
- Other marketing and communication activities as required by the Marketing & Operations Manager.
- Ensure timely and consistent representation of Rural Edge Australia brand .
- Ensure workshop material is consistently styled and distributed adhering to policies at all times that protect the Intellectual Property of Rural Edge Australia.
- Assist the Marketing & Operations Manager in collating and compiling communication material as required including for the Annual Report

- Represent the position and views of Rural Edge Australia in a way that enhances the reputation of the organisation.

4. Corporate governance including:

- Be familiar with the Rural Edge Strategic Plan and Constitution.
- Assist the Events Manager on other program operations such as INSPIRE Summit as required by the Marketing & Operations Manager.
- Other administrative and communications activities as required by the Marketing & Operations Manager.

Knowledge, skills and attributes

The essential knowledge, skills, and attributes of the Administration Assistant include proven:

- High level administrative skills
- Event administration and evaluation experience.
- High level verbal and written communication skills.
- Sound computer skills and confidence in using cloud-based software and file management.
- Strong organisational abilities including planning, attention to detail and task facilitation.
- Understanding of the financial, environmental and social dynamics of farming and broader primary production industry.
- Highly motivated.

The desirable knowledge, skills, and attributes of the Administration Assistant include:

- Marketing experience specifically designing social media and newsletter content.

Qualifications

It is highly desirable for the Administration Assistant to hold administration qualifications, or have equivalent experience.

Remuneration and Conditions

The Administration Assistant will be engaged on a part-time basis at 15 hours per week. An hourly rate of \$35 per hour will be paid on fortnightly basis.

Ideally the Administration Assistant will work 15 hours across 3 days. Hours needs to be completed between 9am-5pm, Monday to Friday.

The Administration Assistant is expected to perform duties from an appropriate working environment devoid of distractions and provide at their own expense: a working computer (with up to date virus protection and software); reliable internet access; and mobile phone. There will be no reimbursement for office expenses.

A mileage allowance for approved work related travel of \$0.75/km applies and meeting expenses will be reimbursed as per Rural Edge protocol/ policy.