



## Pork SA

Executive Officer  
PO Box 7070, West Lakes, SA 5021

P. 0418 848845  
E. [andypointon.food@inet.com.au](mailto:andypointon.food@inet.com.au)

## Expression of Interest

### Pork SA Administration - Services required

Pork SA is seeking expressions of interest to provide a suite of administrative services that support routine operations of Pork SA.

Pork SA is the SA industry body responsible for management and advocacy of industry affairs. Information on Pork SA may be found via <https://www.porksa.com.au/>. Pork SA has a broad membership that spans both production and allied services.

## DISTRIBUTION

- **Members are encouraged to distribute this offer to their networks.**
- **It is possibly an after-hours or “in-school” type role that someone might relish within their other routines.**

## Roles

- Assist convening meetings and preparing meeting papers.
- Participating in Pork SA Committee meetings virtually and face-to-face
- Event organisation, management, and attendance
- Maintaining membership records
- Invoicing support with finance service
- Secretariate to Projects Sub-Committee
- Ronald J Lienert Memorial Scholarship Fund administration
- Sponsorship coordination – Catherine House
- Pork SA website management
- Support to communications to members
- Assist reporting to Government.
- Assist Pork SA EO with annual operations/plan.

## Essential Skills and Experience

- Agricultural Industry experience and/or knowledge
- Awareness of industry stakeholders
- Committee membership – including committee membership experience and an understanding of maintaining membership/committee criteria.
- Previous experience in administration, record keeping, communications with stakeholders.
- IT skills – Excel, Teams, PowerPoint
- Ability to attend meetings – driver’s licence.

## **Desirable**

- Experience in the pig industry
- Coordination of Committees and events

## **Time**

- 90 – 130 hrs per year or greater pending demand and negotiation
- Working hours are flexible other than meetings and events.

## **Rate**

- \$70/hr

## **Location**

- Job Location – routinely work from location of choice (e.g. home)
- Meetings/events are held between Barossa / Murray Bridge / Adelaide

## **Terms and conditions**

- Expected ongoing and multi-year year engagement as has occurred with current incumbent
  - 6 month minimum initial engagement period
- Contractor of services to Pork SA (NOT an employee)
- Payment monthly, based on hours of activity
- The position reports to the Executive Officer and works directly with committee members as required.

## **Application**

- At a minimum, Applicants provide:
  - a short Resume including any Industry experience.
  - examples of roles that demonstrate the Essential Skills
  - Two referees
- Closing date for applications 28 July 2023