

Executive Officer – Policy & Projects

Grain Producers Australia

Location: Flexible / Work from home

Work type: Contract / Negotiable part-time hours

Industry: Farming, Animals & Conservation – Farming, Agriculture & Forestry

Salary: Negotiable based on experience

About Us

Grain Producers Australia (GPA) is the national voice for Australian grain producers, advocating for a more profitable, sustainable and globally competitive grains industry. Representing levy-paying grain producers under federal legislation, GPA drives policy, research, biosecurity, and market access initiatives.

We are governed by an elected board and work closely with a National Policy Council that includes representation from State Farming Organisation members from across Australia's major grain-producing regions. GPA delivers projects with industry-wide benefits and collaborates across government and industry to influence meaningful outcomes.

About the Role

This is a unique opportunity to support national agricultural policy and advocacy while gaining experience on strategic industry projects.

As Executive Officer – Policy & Projects, you'll work closely with GPA's CEO, members and partners to provide high-level administrative and project coordination support. You will manage internal committee processes, contribute to national policy work and help coordinate priority projects such as mental health, farm safety, pesticide permits, and autonomous machinery adoption.

This role is suited to a self-starter with strong administrative, communication and organisational skills. Experience in agriculture and stakeholder engagement is highly valued.

Key Responsibilities

- Coordinate and support GPA committee and sub-committee meetings, including scheduling, agenda prep, minutes, and follow-up actions
- Maintain contact lists and support database development and management

- Assist with coordination of projects and strategic initiatives across policy and industry development
- Contribute to policy writing, analysis and advocacy materials
- Use digital platforms (e.g., Teams/Zoom) to facilitate efficient online collaboration
- Support event and meeting planning as needed

What We're Looking For

- Strong writing, note-taking and document proofreading skills
- Good time management, organisation and task prioritisation
- Experience working with volunteers or not-for-profits is advantageous
- Solid computer literacy and comfort using digital admin tools
- Ability to work independently and flexibly in a remote team environment
- A background in agriculture or familiarity with grain production is preferred

Role Conditions

- Contract position with flexible work-from-home arrangements
- Hours and remuneration to be negotiated based on experience
- Some travel opportunities may be required
- Potential to increase hours based on mutual agreement

How to Apply

Apply with your CV and a short cover letter outlining your suitability for the role. Applications will be assessed as received.

To find out more about GPA, visit: www.grainproducers.com.au