



Membership Manager Position Description

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| Location: | Preference Mulwala office but must be from our geographical footprint |
| Reports To: | Director of Communication, Events and Marketing |
| Position Type: | Full time |
| Salary: | Between \$65,000 and \$80,000 based on experience |
| Applications Close: | 31 st of May 2022 |

About Riverine Plains

Riverine Plains Inc is an independent farming systems group dedicated to improving the productivity of broadacre farming systems in north-east Victoria and southern New South Wales. The group was established during 1999, and our membership is drawn from the eastern NSW–Victoria border region, known as the Riverine Plain.

Our Purpose is “To grow member prosperity by building knowledge and skills”

The Riverine Plains membership base includes grain and mixed farming businesses and our focus is on providing farmer driven, independent, timely and relevant information that delivers on-the-ground benefit to members. We do this through a balanced portfolio of projects, our annual schedule of events and publications. We believe strongly in our motto of **“Farmers Inspiring Farmers”**.

As an organisation, we are a productive, high integrity, passionate and well-balanced team. Our strength is our strong, inclusive and driven culture and our focus on delivering high quality results and impact for all members and project partners. We have a strong mentoring ethic and a focus on building capacity and capability in our team. We pride ourselves on how we work as a team, yet importantly, everyone has capacity to also work alone to complete field work.

About the role

This new role is an exciting opportunity for someone with the right mix of qualifications (Agriculture, Rural Science, Agribusiness or similar Degree) and/or experience and passion for agriculture. If you are an effective communicator, broadly understand and have an interest and/ or affinity with the Australian agricultural sector, enjoy working with producers with an ability to act on their needs,

Farmers inspiring farmers

organise initiatives, workshops or events and are a high energy, organised and passionate individual, we want to hear from you.

The Membership Manager will engage with our members, understand their challenges, needs and leverage opportunities to ensure Riverine Plains delivers high quality, relevant, informative and useful information to our members and research partners. The position will be responsible for working closely with both the Director of Communications, Events and Marketing as well as the Research Field and Operations team and you will have freedom to build this role to be a cornerstone of Riverine Plains service offering.

Key Responsibilities

- Liaise with members to understand their needs and challenges and build programs, events and initiatives to help them address these
- Assist in the delivery and monitoring of our annual member survey
- Develop initiatives to help service member needs, be it social, educational or a combination of the two
- Attend the Research Advisory Council meetings
- Establish small, localised farmer groups to bring relevant expertise to them three times a year
- Ensure all members are receiving information relevant to their business. This will involve ringing people in certain regions to ensure they are aware of events near them.
- Be the main point of contact between members and Riverine Plains
- Grow the impact we are having with members, resulting in building membership
- Taking photos and video when in the field for delivery to the Communications Team
- Support Field Officers in hosting events and workshops
- Liaise and engage with a variety of members and stakeholders and understand when to form networks of benefit, liking people for mutual benefit
- Assist with the successful delivery of events of varying size and complexity
- Develop and maintain strong stakeholder relationships across the Riverine Plains region and the rural communities involved.

Job Specification

- Experience in and passion for farmers and farming
- Engaging daily with members via the phone, on farm or at events
- Collate member needs and organise these into events, service delivery opportunities and projects
- Managing the formation of small, localised farmer groups for the delivery of key knowledge and skills they request
- Ensure proactive engagement with farmers so they know when events are on
- Critical behaviour is getting back to people in a timely manner and following through on what you say you will do for them
- Build and maintain networks to add value for our members
- Capacity to delivery surveys and reports in a timely, clear and organised manner
- Capability in MS suite products, Word, Excel, Teams and Outlook. Experience in Monday.com and HubSpot a bonus, but not required

- Flexibility in daily operations, you may be servicing members, organising events, helping with the research team, pulling together information that is helpful to our members or anything in between. Variety in this role is a given.
- Must be able to travel in vehicle provided and spend nights away from home on occasion.

Key Selection Criteria for this role

- Demonstrated empathy, knowledge and understanding of how to engage with and maintain relationships with farmers
- Capacity to turn needs of farmers into initiatives of value
- Work well as part of a team and demonstrate integrity at all times
- Can think independently and problem solve promptly in an organised manner
- Cultivates and maintains productive relationships with staff, members and partners
- Excellent written and verbal communication skills
- Proactively communicate with members and the team when things come to your attention
- A willingness to try new things and step outside your comfort zone
- Develop and participate in a culture of high performance where individuals are treated with respect
- Self-starting and highly motivated.

To Apply

Email our CEO Catherine Marriott on ceo@riverineplains.org.au or for more information call her on 0400 129 279.