

Call for Expressions of Interest

Project Officer – Agricultural Research and Extension

June 2026

Background

Mackillop Farm Management Group (MFMG) is based in the medium and high rainfall zone of the Limestone Coast of South Australia (SA). MFMG has a membership base of over 300 farmers and agricultural industry representatives that covers an area from Millicent in the south, Coonalpyn in the north, the Southern Ocean to the west and into Victoria in the east. Predominantly mixed farmers (livestock and cropping), MFMG members produce over half of SA's red meat and approximately 300,000 tonnes of grain. Operating for 28 years, MFMG has extensive experience in delivering agricultural research, development and extension throughout the Limestone Coast of SA and beyond.

Description

The Project Officer is responsible for coordinating, facilitating, developing and delivering (where appropriate) projects, project activities and trials for MFMG. The role is instrumental in implementing local agricultural research, development, extension and adoption in the Limestone Coast and western Victoria.

The Project Officer will ensure MFMG:

- Is seen as a trusted platform for information sharing;
- Is viewed as a stable and secure organisation;
- Influences practice change;
- Links farmers with farmers, agribusiness, researchers and other industry organisations; and
- Is viewed as a reliable collaborator for agricultural research, development, extension and adoption (RDE&A).

The Project Officer is required to have in-region face-to-face contact and presence at events and meetings (refer to schedule 1), as well as travel within the region and from time to time, outside the region (including interstate as appropriate).

Contractor responsibilities

Objectives

Aligning with MFMG's Strategic Plan and Research and Development Project Prospectus, the Project Officer assists MFMG to:

1. Deliver innovative extension to drive adoption of agricultural research outcomes in the Limestone Coast and western Victoria.
2. Identify priorities for research and the facilitation of agricultural research in the Limestone Coast and western Victoria.
3. Operate as a professional and financially viable organisation.

Key tasks

All key tasks are delivered by the Project Officer with oversight from the CEO.

1. MFMG's Research, development, extension and adoption program:

- Collaborate with others to identify and develop cropping, livestock, pasture and other research, development, extension and adoption priorities and projects;
- Coordinate research, development, extension and adoption program and activities;
- Develop bids for projects, including writing applications, forming budgets, and collaborating with other organisations;
- Assist with MFMG's events, including workshops, discussion groups, crop walks, workshops, podcasts, videos, field days, and other events as appropriate.

2. Project management

- Coordinate, deliver and oversee delegated projects, events, activities and trials, including technical services and project management (refer to schedule 1 for a list of key performance indicators) and
- Oversee delegated project budgets, ensuring expenditure is within budget, and complies with MFMG policies and procedures; and
- Communicate and collaborate with other project managers, farming system groups and other organisations as appropriate.

3. Relationship management

- Attend relevant events and meetings including the MFMG Operations Committee and Project Managers meetings;
- Foster relationships with the Board, Operations Committee, project managers, relevant organisations, people and contractors; and
- Report to the MFMG Board and Operations Committee on Project Officer activities and outcomes.

4. Assist with the delivery of MFMG's Annual Operational Plan, Research and Development Prospectus and other tasks, in collaboration with the MFMG CEO.

Reporting

The Project Officer will report directly to the MFMG CEO. Written reports will be required in a timely manner prior to all MFMG Board and Operations Committee meetings.

Selection criteria

1. Experience in agriculture, agricultural extension and an understanding of broadacre farming systems;
2. Experience and demonstrated success in project management;
3. Experience and demonstrated success in trial management, including agronomic management, particularly for cropping and pastures;
4. Self-driven, motivated, and the ability to show initiative with excellent organisational skills;
5. Strong interpersonal skills and an ability to build and maintain relationships with a wide range of stakeholders;
6. Experience and a drive to work closely with a team remotely;
7. Excellent editing, written and oral communication skills;
8. Experience and excellent skills with technology and adapting to new technologies and tools.

Contract terms

Indicative Budget: \$88,320 to \$147,200 +gst

The contract is available for immediate start for a 12 month period for a contract value of between \$88,320 to \$147,200 dependent on experience and hours worked (plus gst, \$80 - \$100 / hour +gst) (indicative average minimum 3 days and up to 4 days per week, fulltime equivalent approximately .6 to .8, minimum 1,049 and up to 1,398 hours in total). Work is conducted on an as required, flexible basis, with the contract value, hours of work per annum and days of work negotiated between the contractor and MFMG.

Workload is dependent on project funding and will vary throughout the production year (for example, workload tends to be higher in autumn when trial planning and establishment is underway, and in late spring and summer when cropping events and harvest is underway).

The contractor will be paid monthly in arrears on actual hours worked and upon the provision of an itemised tax invoice. The budget includes time as detailed to perform the above tasks, however, does not allow for contractor's office operating (e.g. computer, telephone, internet, stationery etc), insurance and vehicle expenses and travel time.

A contract will be issued which outlines all required outcomes, terms and value.

Monitoring and review

Periodic performance reviews will be undertaken to ensure that all contracted deliverables and other objectives are being met satisfactorily.

Expressions of Interest

Expressions of Interest are invited that outline:

- Contact details;
- Resume;
- Demonstrate your ability to deliver the objectives and key tasks;
- A quote of your proposed budget/s to deliver each of the key tasks, and/or your hourly rate; and
- Conflicts of interests (perceived or actual) that you may have.

Expressions of Interest will be assessed on the ability to meet the Contractor Responsibilities and will be consistent with MFMG Tenders and Contracts policy ([available here](#)).

Expressions of Interest that meet part of the requirements will be considered – in this instance please detail the Contract Responsibility areas that match your skillset. MFMG reserves the right to alter the deliverables, dependent on the Expressions of Interest received.

Please provide your expression of interest by 9.00am (ACST) Thursday 23 July 2026, to MFMG CEO, Sally Klose, via email at ceo@mackillopgroup.com.au. Electronic applications only accepted.

For further information please contact:

Sally Klose
MFMG CEO
E: ceo@mackillopgroup.com.au
M: 0427 829 143

Schedule 1 - in-region face-to-face contact and presence at MFMG events and meetings

Activity	Frequency	Estimated time of year
Research and Development Planning Forum	Annual	November
Operations Committee meetings	At least 3 per annum	February/March, June/July, October/November
Annual General Meeting	Annual	November
Project Managers meetings	Twice a year	May to July and October to December
Team meetings	Twice a year	May to July and October to December
Crop walks	At least 3 per annum	September / October
Project activities (eg discussion groups, crop walks, pasture and crop inspections, demonstration and trial activities, workshops, events)	As required by project contracts and operating plans	As required by project contracts and operating plans

Minimum contractor performance indicators

Activity	Tasks	Due date
Externally funded projects • 2025-2 GRDC_AU Weed Management Initiative • 2025-5 MLA Legumes in Mixed Farming Rotations • 2026-1 FDF CSIRO AgEx STRAP • 2026-6 GRDC Getting the most out of your Barley in mixed farming systems • 2027-1 SAGIT Trial Results Book 2023 – 2025 • Other projects subject to execution of contracts and funding	• Facilitation and management of activities and events relevant to projects • Sourcing and reviewing articles and case studies in relation to projects • Provide reports and information for Trial Results book and newsletters and review other articles as required • Writing articles for publication relevant to projects • Other tasks and outcomes as outlined in project contracts and Operating Plans • Attend weekly online team meetings • In-region face-to-face contact and presence at MFMG events	As per contract milestones and Operating Plans

	and meetings (as outlined above)	
2026-2 SAGIT AU SA Drought Hub Mixed farming intern	Provide professional and technical support to Mixed Farm intern as required and attend monthly online project review meetings.	Ongoing
MFMG Crop and Pasture Trials	Assist with the development and coordination of MFMG funded crop and pasture trials.	Annual growing season
MFMG crop walks / field days	Assist with at least three crop walks / field days	Spring
MFMG Research and Development Planning Forum	Assist with compiling Research and Development Project Prospectus Attend planning forum	February to April November
Activity report for Operations Committee and Board meetings	Written report detailing activities	8 days prior to relevant meeting
Relationship management	Respond to emails and phone calls	Response provided within business 5 days on receipt of email or phone call