Volunteer Coordinator Application Package

Beef Australia Limited

October 2026

Beef Australia Ltd I PO Box 199 I Level 1, 195 Bolsover Street I Rockhampton Qld 4700

INTRODUCTION

Beef Australia Limited is a not-for-profit member-based organisation (limited by guarantee), established for the promotion and celebration of the Australian beef industry and is governed by a volunteer board of directors, comprised of leading producers, industry figures and its chief executive officer.

Since the event began in 1988, the Expo has grown from its roots as a bi-centennial celebration of the Queensland cattle industry to an internationally recognised event with major industry, trade and regional community outcomes and is now rated as one of the world's great beef cattle events.

Due to the success of the inaugural event, it was decided that another celebration should be held again in 1991. It has since been held every three years and has grown to become the cattle industry's national exhibition, attracting more than 126,000 people from across Australia and around the world.

The event focuses on four key pillars:

Showcasing the Beef Industry; benchmarking national standards through the stud, carcase and commercial cattle competitions and industry trade sites;

Consumer and Community Awareness; engaging the public and building consumer trust in beef as a product and the importance of the industry to the Australian economy;

Facilitating Trade; working closely with key stakeholders to target increased international delegates and enhanced trade outcomes;

Advancement, Education and Innovation; advancing knowledge through education, training, innovation and research programs supporting the success and sustainability of the beef industry.

Our Purpose

We exist for the advancement of the Australian Beef Community.

Cultural Statement

Beef Australia brings people together to build connections and advance our Australian Beef Community.

We value integrity, being accountable, adaptive and authentic.

Here, you'll be part of a team of industry leaders, innovators, customer and results-orientated people, working together to advance the Australian beef community and deliver the largest beef exposition of its kind.

Core Values

Adaptability, Integrity and Accountability

Here, you will be part of a team of industry leaders, innovators, customer and results-orientated people, working together to advance the Australian beef community and deliver the largest beef exposition of its kind.

VOLUNTEER COORDINATOR ROLE

Beef Australia is seeking a driven Volunteer Coordinator to join the team for a 7-month contract.

The Volunteer Coordinator is responsible for overseeing the recruitment, management, and coordination of volunteers for Beef2027. This role involves managing and using our online volunteer management system, and maintaining effective communication with Beef Australia staff and committees to ensure all volunteer positions are rostered and filled accordingly. The Volunteer Coordinator must also ensure the volunteer program operates efficiently, stays within budget, and provide regular reports on the Programs progress.

The successful candidate will have:

- Demonstrated experience in a similar role.
- Demonstrated experience working with or alongside volunteers.
- Demonstrated understanding of volunteer management best practices
- A broad knowledge of event specific volunteer requirements.
- Impeccable time management skills with the ability to prioritise tasks.
- Experience using online systems and databases.
- Good communication skills, presentation, and interpersonal skills.
- Strategic thinker, creative, self-motivated, energetic and flexible with a high degree of initiative.
- Strong demonstrated use of MS Word, Excel and finance applications.

Event management knowledge is desirable, however not mandatory to be successful in this role.

This position reports directly to the Event Manager.

This position is offered under a fixed term part-time contract from Monday 2nd November 2026, increasing to full-time around the event period and ending on the 28th May 2027.

This position offers flexible working hours and an attractive salary of $85,000 per annum plus super (pro rata). As Beef Australia continues to grow and expand, the Volunteer Coordinator will play a crucial role in ensuring the smooth operation of the volunteer program for Beef2027.

Beef Australia is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences.

This position is located at the Beef Australia office – 195 Bolsover Street, Rockhampton Queensland.

Applications close 5pm on Friday 16th October, 2026.

IMPORTANT NOTES FOR THE APPLICANT

Beef Australia is an equal opportunity employer and encourages all interested individuals who believe they have the necessary qualifications, experience and qualities to apply for the position being offered.

Selection Process

Once applications have been received, they will be assessed based on the resume and cover letter by the Event Manager.

The Event Manager will make a shortlist of suitable candidates who they believe have the necessary skills and abilities to successfully carry out the duties of the position. Applications of the short-listed candidates will be provided to the Selection Panel. Only short-listed candidate applications will be acknowledged and selected for interview.

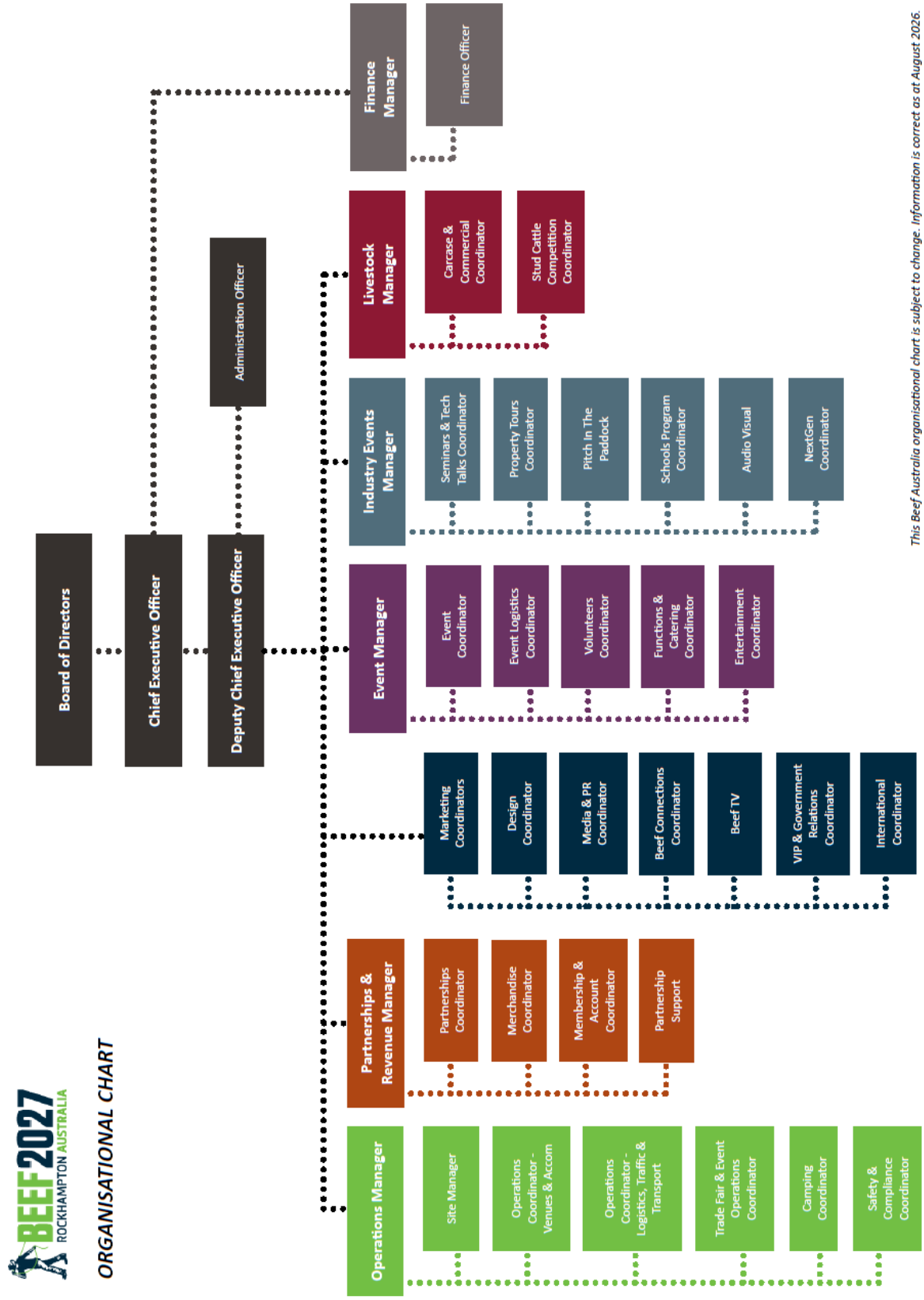
Applicants who are successful in obtaining an interview will be invited to attend at a time and place determined by the Selection Panel. It is proposed that all candidates for interview will be interviewed on the same day. It is expected that an appointment to the position will be made within a week of the interview date.

All interviews will be conducted on the basis of fairness and equity for all, with interviews following the same format. Candidates should expect the formal interview to take up to one hour.

Resume

It is expected that all applications will include a resume (curriculum vitae). The resume should include comprehensive details relating to previous work experience and qualifications along with personal contact details.

ORGANISATIONAL STRUCTURE



POSITION DESCRIPTION

Position	Volunteer Coordinator	Name	
Reporting To	Event Manager	Function	Fixed Term Part Time

Primary Position Objectives
Beef Australia recognises its value and contribution to the Central Queensland, broader Queensland and Australian economy. The prime function of the organisation is to deliver a world class triennial Beef Exposition where we control and manage the largest event of its kind in the Southern Hemisphere. The Volunteer Coordinator is responsible for overseeing the recruitment, management, and coordination of volunteers for Beef2027. This role involves implementing an online volunteer management system, onboarding volunteers, including managing their induction and orientation, and rostering volunteer shifts across the event week. The Volunteer Coordinator must also ensure the volunteer program operates efficiently, stays within budget, and provide regular reports on its progress.

Position Responsibilities	
Key Responsibilities	Brief Description of Duties
Administration & Reporting	• Manage & use the online volunteer management system. • Provide monthly status reports on the progress of the volunteer program. • Deliver an end-of-event report summarising the volunteer program's outcomes, including areas of success and areas for improvement for future events.
Program Coordination	• Collaborate with Beef Australia staff to create comprehensive position descriptions for each volunteer role. • Lead the recruitment process for volunteers for Beef2027. • Manage the induction and orientation of volunteers to ensure they are prepared to fulfill their roles effectively. • Develop a volunteer orientation kit and handbook. • Plan and host a volunteer briefing session in the lead up to Beef Australia 2027. • Liaise with Beef Australia staff and committees to ensure all required volunteer shifts across the event are rostered and adequately filled. • Work with the Beef Australia team in developing a volunteer recruitment drive. • Plan and host a volunteer thank you session following Beef Australia 2027.
Budget	• Comply with all organisational policies and operate within budget. • Plan and track project milestones and activities to deliver project outcomes within budget, ensuring quality and cost efficiency.

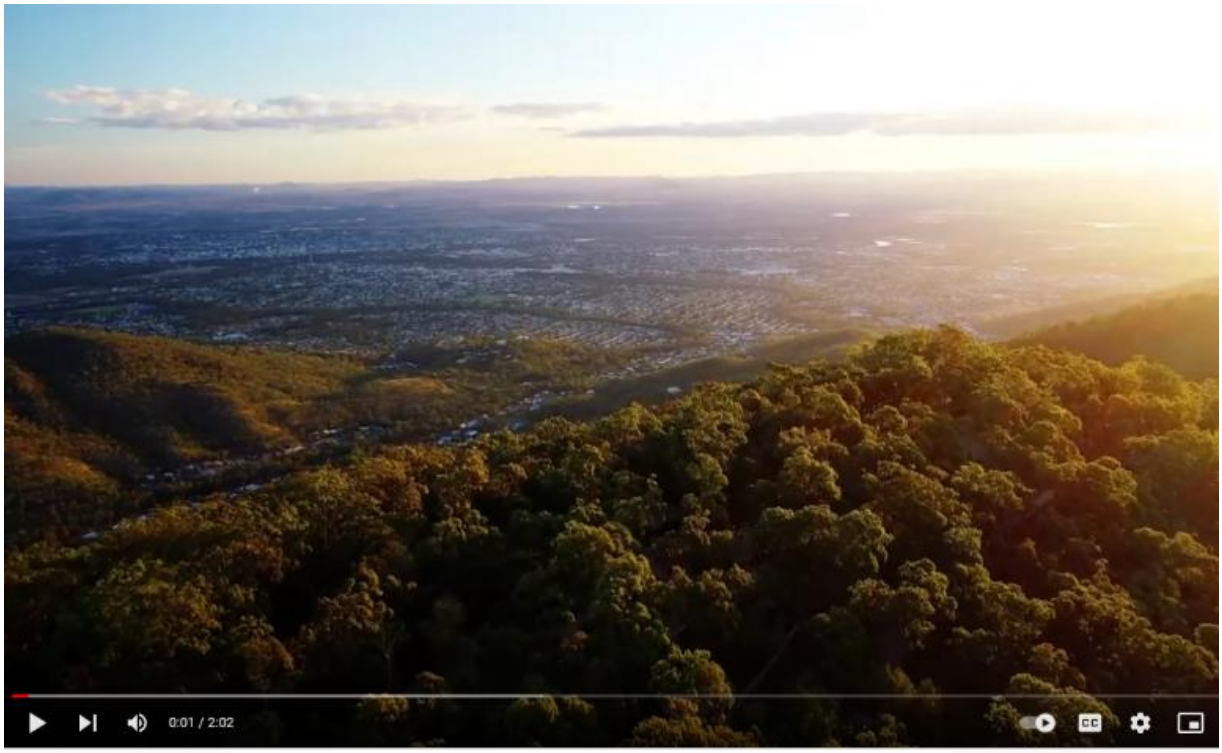
Stakeholder Relations	• Maintain and grow relations with the organisation's current and potential event partners, suppliers, committees and other stakeholders.
People & Culture	• Build relationships between all business units to ensure volunteer requirements are being fulfilled as required. • Contribute to an organisational culture that is positive, effective and supportive of employees, volunteers, stakeholders and participants. • Contribute to a safe workplace where diversity is valued and discriminatory, harassing and bullying behaviour is never accepted. • Contribute to volunteer cohort culture that is positive and supportive in the lead up to and during Beef Australia 2027.

Position Requirements / Selection Criteria	
Essential Knowledge, Skills and Abilities	Level of Importance to Position
Demonstrated experience in a similar role.	Mandatory
Demonstrated experience working with or alongside volunteers.	Mandatory
Demonstrated understanding of volunteer management best practices	High
A broad knowledge of event specific volunteer requirements.	Desirable
Impeccable time management skills with the ability to prioritise tasks.	High
Experience using online systems and databases.	Desirable
Good communication skills, presentation, and interpersonal skills.	High
Strategic thinker, creative, self-motivated, energetic and flexible with a high degree of initiative.	High
Strong demonstrated use of MS Word, Excel and finance applications.	High

Purchasing Authority
Not permitted to make and authorise purchases on behalf of Beef Australia without the authorisation of the CEO.

Employee Approval		Date	
Manager Approval		Date	

Click on the image to watch the Beef 2027 Sizzle Reel



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