



Position Description - Community Builder

Position Details

Title: Community Builder

Reports to: Strategic Director

Location: Negotiable, with a preference for an east coast major city. The WELA team works remotely from home, within AEST hours.

Job Type: 1yr contract, with potential to extend pending funding (0.8 - 1.0 FTE)

Salary: \$80,000 FTE, plus superannuation

Job Requirements: Occasional (monthly) after-hours work, ability for occasional domestic travel and access to a major capital city.

About the position

Do you want to contribute to saving the environment, solving climate change and taking on the patriarchy in 2021?

This is an exciting opportunity to join a small, growing and passionate team taking on some big challenges - and doing it with a good sense of fun and personal sustainability.

Women's Environmental Leadership Australia (WELA) is empowering, supporting and funding women's leadership for our environment and climate action, in order to transform Australia's response to our environmental and climate crises.

The WELA Community Builder will play a crucial role in the growth and success of this important work.

Reporting to and working with the Strategic Director, you'll be responsible for delivering two core streams of work - growing our WELA Support Network, and launching a new WELA Giving Circle to fund women led advocacy and campaigns for our environment.

You'll join a small but growing team, including the Strategic Director, Administrator, our Program facilitators and an active management committee. We embody a vibrant and caring energy where we know what we're doing, but we certainly don't have all the answers. Learning, reflecting and balancing risks informs our passion and drive.

Key tasks and deliverables

- Engage, support and grow the WELA support network, enabling women environmentalists across the country to connect, support and collaborate with one another for greater impact.
- Initiate, coordinate and deliver regular online and offline events for the WELA community
- Coordinate and manage our social media platforms and content to build engagement
- Develop and manage communication content and channels promoting the WELA network and women's leadership for our environment, including our regular e-newsletter, website, video etc.
- Working with the Strategic Director, coordinate and launch a new Giving Circle, to raise funds and deliver a grants program to support women-led advocacy projects and initiatives.
- Support the development of a volunteer Giving Circle Management Committee, acting as secretariat to the committee
- Support development of management, fundraising and granting processes
- Coordinate the granting process
- Support recruitment and engagement of donors through management of communication, administration and logistics

As a small team, we support each other in our work so you'll regularly be expected to jump in and help out wherever needed. Likewise, you can count on the support of the team however you need it.

About you

You're passionate about our environment, and the important role of women's leadership in creating a genuinely sustainable future in which people and the planet thrive.

You love working with people, building strong relationships, and have experience working in and leading networks, communities or collaborations, along with demonstrated experience working with and managing volunteers.

You have excellent communication skills, written and verbal, and are experienced delivering quality communications to target audiences. You're creative, and show initiative in the way you spot opportunities and make things happen.

You don't mind getting your hands dirty, and you'll do what it takes to get the outcome needed - from stuffing envelopes, coordinating meeting logistics and agendas, through to designing and leading a national event for hundreds of people.

WELA is committed to creating a diverse and thriving community of women working for our environment and climate action. Women and gender diverse people from Aboriginal or Torres Strait Islander communities, communities of colour, or culturally and linguistically diverse communities are encouraged to apply.

Key Selection Criteria

- Experience working with and leading networks, communities or collaborations
- Excellent communication skills, and experience in writing or preparing communication materials and content for target audiences
- Builds strong working relationships with people from diverse backgrounds, communities, ages etc.
- Experience working with and managing volunteers
- Strong social media skills, with experience developing content and managing digital platforms
- Experience in organising and managing community events
- Ability to work independently, as part of a small dynamic team

About WELA

Women's Environmental Leadership Australia (WELA) is empowering, supporting and funding women's leadership for our environment and climate action, in order to transform Australia's response to our environmental and climate crises.

Overwhelmingly, our existing political, business and societal leadership has failed to adequately address the climate and environmental crises at hand.

It's time for leadership change. Put simply, we will not get out of this by relying on the same leadership that got us into it. Instead, leadership styles that are strongly networked, collaborative, and responsive to communities will be essential in the transition to a sustainable future. Qualities we see in abundance in women's leadership. We need more of it.

Our three year plan is the first step towards making this possible.

- **Empower:** WELA leadership development programs will empower increasing numbers of women from diverse backgrounds and sectors in their leadership for our environment.
- **Support:** WELA's support network will transform the ability of women nationally to connect, support and empower one another in their leadership for our environment and climate action.
- **Fund:** A new WELA Giving Circle will directly fund women-led advocacy projects for our environment, and connect members with a thriving community for change.
- **Diversify:** WELA is creating an inclusive and diverse movement of women leaders, actively supporting women from diverse backgrounds, locations and sectors.

To apply for this position, please send you CV and a cover letter addressing the Key Selection Criteria to info@wela.org.au by 9am Monday 1st March. For a discussion about the position, please contact WELA Strategic Director Victoria McKenzie-McHarg at victoria@wela.org.au.