

## Position Description - Communications and Engagement Director

### Position Details

<b>Title:</b>	Communications and Engagement Director
<b>Reports to:</b>	Chief Executive Officer
<b>Location:</b>	Strong preference for Eora/Sydney, Naarm/Melbourne or Meanjin/Brisbane. Open to negotiable for an east coast major city.  The WELA team works remotely from home, within AEST hours. Melbourne based team members also have the option to work from our small city office space. This position is open to Australian residents only with current Australian working rights.
<b>Job Type:</b>	Permanent. Full time (or 0.8FTE for the right candidate).
<b>Salary:</b>	\$130,000 per annum, plus superannuation. The position is classified as Level 7.1 under the SCHADS award.
<b>Job Requirements:</b>	Occasional after-hours work; ability for occasional domestic travel, easy regular access to an East Coast capital city. Staff provide their own laptop and phone.
<b>Applications close:</b>	9am, Monday 16th March 2026.

### About WELA

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

Women's Environmental Leadership Australia (WELA) is empowering, supporting, and diversifying women's and gender diverse leadership for our environment and climate, in order to transform Australia's response to these 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 a leadership change. Put simply, we will not



get out of this by relying on the same leadership that got us into it. The evidence is clear - more women in decision making roles equals better environmental outcomes. We need more of it.

### **Why work with us?**

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.

We offer:

- Flexible working location
- Work/life balance
- Supportive culture
- Capacity to shape the role as it evolves
- Generous leave provisions
- Mentoring and development opportunities
- Parent and family friendly

We're a small and empowering team, with a big vision for change. We work hard, but have a healthy commitment to work/life balance, and enable the flexibility to support this. We support one another to grow, develop, and bring joy and creativity to our work each day.

### **About the position**

We're looking for an experienced Communications and Engagement Director to lead our growing communications and engagement teams and drive the strategic direction of our communications, storytelling, community, and brand.

This is a core strategic leadership role in the organisation, alongside the CEO and Leadership Programs Director. You'll be responsible for building the profile of WELA and women's leadership for our environment; expanding the reach and impact of our community of alumni, leaders, changemakers, partners and supporters; and establishing a new national narrative about the need for climate solutions led by women and gender-diverse people.

You'll provide expert strategic leadership to the organisation, and lead the next phase of our communications, storytelling, community engagement and brand strategies. You'll be supported and empowered by a clear organisational strategy.

You'll directly oversee a team of four, including the Communications Manager, Engagement and Community Manager, and two Communications and Events Producers, as well as a range of consulting



relationships. You'll work closely with the Philanthropy Manager and Policy and Advocacy Manager, and help foster a collaborative, creative and sustainable working environment.

You will be instrumental in fostering connections, facilitating collaboration, and enhancing the overall impact of our network.

### **About you**

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

You're an experienced executive leader with strong strategic nous and an ability to lead confidently and calmly in flexible and changing environments. You bring vision and ambition for the impact we can create, but you understand the leadership required to balance competing interests, new opportunities and team sustainability within a small and growing organisation.

You're a highly experienced manager with excellent people skills and a commitment to supporting teams and individuals to grow, learn and deliver together for the long term. You've got a proven track record of building strong, collaborative teams, and leading cross-functional coordination. As part of a small organisation, you bring strong project management experience and don't mind getting your hands dirty to support the team wherever needed.

You have experience working in social change movements, as well as in advocacy and campaign communications and engagement. You enjoy the creativity and challenge involved in reaching and engaging diverse audiences in effective action and leadership.

### **Key Tasks and accountabilities**

- Lead the strategic development of WELA's communications, storytelling, media and public relations, community engagement and brand, in order to build our profile and influence, expand our leadership programs and community, and establish our advocacy campaigns for real world impact.
- Lead and manage a growing team of four, including the Communications Manager, Engagement and Community Manager, and two Communications and Events Producers; and leading coordination cross-functionally as needed.
- Provide strategic leadership across the organisation and work in partnership with the CEO to support ongoing strategy evolution and implementation, and acting as CEO as required for short periods.
- Oversee the Communications and Engagement budget, ensuring robust financial governance, consistent tracking and performance monitoring and transparent reporting.
- Lead development of strategic partnerships and opportunities for community growth and impact.



- Develop and cultivate our network of advisors, consultants and partners to support delivery of our priorities.
- Lead development of a new approach to monitoring and evaluation to inform future strategies and actions.
- Represent the organisation publicly in collaborations, forums, events and other opportunities, including online.

### Key Selection Criteria

#### Essential

- Demonstrated commitment to our environment and / or women's and gender-diverse leadership.
- At least three years in an Executive level leadership role in communications, community engagement or community organising.
- Extensive experience working in advocacy and campaigns-focused not-for-profit organisations.
- Builds strong collaborative teams, including experience managing staff at all levels, from junior to senior positions.
- Proven capacity to foster excellent working relationships with people from diverse backgrounds, ages and communities.
- Builds and maintains excellent stakeholder relationships and external partnerships.
- Excellent project management skills, with demonstrated experience managing complex projects to completion.
- Strong sense of initiative, demonstrated through the development and successful launch of new activities, programs or strategies.

#### Desirable

- Demonstrated experience in leading digital strategy development, media and public relations, or brand partnerships.
- Proven experience in fundraising communications.
- Strong capability in impact storytelling that evokes empathy, provokes thought and inspires action.
- Experience in MEL (measurement, evaluation and learning) frameworks.



- Familiarity with relevant digital tools such as Google Suite, CRM tools, Canva, Slack, social media platforms.
- University level qualifications in media, communications, public relations or similar.

### **How to apply**

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.

To apply for this position, please upload your CV and a cover letter addressing the key selection criteria to [Ethical Jobs](#) by 9am, Monday 16th March 2026.

Please note, applications will be assessed as received, so early applications are encouraged.

For general enquiries about the position, please email [info@wela.org.au](mailto:info@wela.org.au).

