

Position Description - Program Producer and Facilitator

Position Details

Title:	Program Producer and Facilitator
Reports to:	Leadership Programs Director
Location:	Strong preference for Eora/Sydney or Naarm/Melbourne. 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.
Job Type:	Permanent Option for either full time or 4 days per week (0.8 FTE)
Salary:	\$100,783 FTE (pro-rata for 0.8 FTE) plus superannuation. Classified as Level 5.1 under the SCHADS Award.
Job Requirements:	Occasional after-hours and weekend work. Delivery of in-person 2–5 day residential programs across Australia Occasional domestic travel Staff provide their own laptop and phone
Applications close:	11:00pm, Thursday 30 April

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, funding 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 opportunities

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

Leadership development is core to our work. Since 2016, over 500 women and gender diverse people have participated in WELA's transformative leadership programs. Participants in WELA programs come from grassroots communities, NGOs, government, business and industry. They've gone on to stop new coal mines; end native forest logging in WA and Victoria; win major legal challenges for nature and climate through the courts; be elected to state and local government; and step into formal and informal leadership roles for greater impact and influence.

Today, demand for WELA programs is growing. So we're investing to grow our capacity, and support more women than ever before into environmental and climate leadership at this critical time

As the Program Producer & Facilitator, you will play a central role in the design, management, delivery and evolution of WELA's leadership programs and contribute to the delivery of WELA's overall strategy.

This role blends end-to-end program production, program delivery, facilitation, and, supporting high-quality, values-aligned learning experiences for women and gender-diverse changemakers. We



recognise that diverse, inclusive leadership that centres system's change, care for people, and care for the planet as key to solving climate and environmental challenges.

Working closely with the Leadership Programs Director, Partnership Manager, the Programs team, and a network of facilitators and partners, you will support full program lifecycles - from partnership management, learning design and recruitment through to delivery, logistics, participant experience, facilitation, evaluation and completion.

It is a hands-on, relational and operational role, balancing in-person and online facilitation with coordination, logistics and program management to ensure programs are impactful, inclusive and well delivered.

The role will lead the management of Leadership Intensives, and contribute across key programs including the National Leadership Program, Women Leaders Retreats, Leadership Intensives, JEDI Leadering Circles, Tools for Changemakers online workshops and emerging offerings.

About you

You are a highly relational, organised and adaptable practitioner who thrives at the intersection of people, learning and delivery.

You love working with people and believe deeply in the power of leadership development, capacity building and inclusive practice to support a growing and thriving movement for change. You are committed to fostering inclusive, supportive and culturally safe spaces for women and gender-diverse people working towards systems change for our environment and climate.

You're excited to bring your experience into a purpose-driven organisation and contribute to a collaborative and adaptive team culture. You take a flexible, hands-on approach and enjoy working in a small, dynamic environment.

You are equally comfortable designing and facilitating meaningful group experiences, and managing the coordination, logistics and delivery required to bring them to life.

You bring strong project management skills and attention to detail, and are proactive, creative and solutions-focused. You're willing to roll up your sleeves and do what's needed - whether that's working closely with supporting participants, caterers or helping bring a new program to life.

You are motivated by the critical role of women's and gender-diverse leadership in creating a just and sustainable future where people and planet can thrive.

WELA welcomes people with diverse skills and lived experiences, and strongly encourages applications from women and gender-diverse people from First Nations communities, culturally and linguistically diverse backgrounds, people with disabilities, and those from lower-income backgrounds.



Key Tasks and accountabilities

Facilitation & Learning Delivery

- Co-design and deliver engaging, inclusive and impactful leadership experiencesFacilitate workshops, sessions and residential retreats across WELA programsAdapt facilitation approaches to meet diverse participants, contexts and learning needs
- Contribute to session design, curriculum development, evaluation and overall learning journeys

Program Delivery & Production

- Manage end-to-end delivery of WELA programs, including planning, coordination and execution
- Develop and manage program timelines, run sheets and delivery plans
- Coordinate facilitators, speakers, partners and suppliers
- Manage program logistics including venues, catering, travel and materials
- Deliver online and in-person program components (e.g. Zoom sessions, retreats, events)
- Develop and manage program materials, slide decks and participant resources
- Oversee program administration, budgeting and reporting processes

Participant Experience & Community

- Act as a key point of contact for participants across the full program journey
- Support onboarding, communication and cohort engagement
- Foster inclusive, culturally safe and relational learning environments
- Ensure a high-quality, well-held participant experience

Recruitment & Partnerships

- Manage participant recruitment and engagement, including responding to enquiries and EOIs
- Delivery of information sessions and outreach activities
- Oversee partnership engagement and stakeholder relationships
- Collaborate with marketing and communications to strengthen program reach and visibility

Facilitation & Learning Design

- Learning design and development of new programs using a human-centred approach
- Facilitation of workshops, masterclasses and Intensives.
- Contribute to continuous improvement and iteration of WELA programs
- Support development and review of learning resources and materials
- Coordinate mentoring program components and mentor relationships

Team Contribution

- Support monitoring, evaluation and learning processes to assess program impact
- Contribute to innovation across WELA's leadership offerings



Key Selection Criteria

Essential

- Demonstrated experience facilitating workshops, programs or group learning experiences
- Proven experience in program co-design, delivery, coordination and production (events, education, campaigning or leadership programs)
- Ability to manage end-to-end program delivery, including budgets, logistics and stakeholder coordination
- Strong organisational and project management skills, with high attention to detail
- Excellent communication and interpersonal skills, with the ability to engage diverse audiences
- Ability to work independently, manage competing priorities and deliver outcomes on time within a small and dynamic team
- Digital proficiency across tools such as Google Workspace, Zoom, Slack, CANVA and related platforms
- A creative, proactive and solutions-focused attitude
- Experience working within the climate, environment or social change sectors
- A strong passion to amplify women and gender-diverse leaders, with a commitment to diversity, equity, and inclusion
- Alignment with WELA's mission, values and strategy.

Desirable

- Previous experience facilitating residential retreats, intensives or multi-day leadership programs
- Experience working with diverse cohorts, including First Nations, culturally diverse, and/or gender-diverse communities
- Experience in co-design and human-centred design approaches
- Experience managing partnerships, stakeholders, or external collaborators
- Experience in monitoring, evaluation, and learning (MEL) or program impact assessment
- Familiarity with trauma-informed, culturally safe, or inclusive facilitation practices
- Experience contributing to program innovation, iteration or scaling

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 11:00pm, Thursday 30 April

For general enquiries about the position, please email info@wela.org.au.

