

Position Description - Leadership Programs Director

Position Details

Title:	Leadership Programs Director
Reports to:	Chief Executive Officer
Location:	<p>Strong preference for Eora/Sydney, Naarm/Melbourne or Meanjin/Brisbane. Candidates based in another east coast city may also be considered.</p> <p>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 with current Australian working rights.</p>
Job Type:	Permanent. Full time (or 0.8FTE for the right candidate).
Salary:	\$135,000 per annum, plus superannuation. The position is classified as Level 7.1 under the SCHADS award.
Job Requirements:	Occasional after-hours work; ability for occasional domestic travel, easy regular access to an East Coast capital city. Ability to work remotely using own laptop and phone. Support is provided for home office set-up and work-related mobile phone costs. Staff provide their own laptop and phone.
Applications close:	<p>Check the listing on Ripple Opportunities for the current closing date.</p> <p>Please note that applications will be assessed as received, so early applications are encouraged.</p>

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 Leadership Programs Director to provide strategic and operational leadership for the growth, sustainability and impact of WELA's national leadership development programs.

This is a core strategic leadership role in the organisation, alongside the CEO and Communications & Engagement Director. You will be instrumental in strengthening WELA's leadership development ecosystem and growing the pipeline of women and gender-diverse environmental leaders nationally.

You'll be responsible for stewarding WELA's suite of transformative leadership programs: evolving the strategy, leading the team, and strengthening systems and processes. You'll also develop sustainable revenue models, secure funding and partnerships, and ensure program excellence, accessibility and impact at scale.



You'll provide executive leadership within the organisation and play a key role in shaping WELA's long-term strategy and impact. You'll be supported and empowered by a clear organisational strategy and a committed Board.

You'll directly oversee the Leadership Programs team, including Program Leads, the Partnerships Manager, learning designers, coordinators and facilitators, providing clear direction, strong people management and operational support. You'll work closely with the CEO, Communications & Engagement Director, and other managers to ensure strong cross-functional collaboration.

About you

You're passionate about environmental and climate justice, and the transformative power of women's and gender-diverse leadership in shaping systems-level change. You understand that leadership development is not an add-on to social change - it is foundational to it. You're excited by the opportunity to support the leaders who will shape environmental and climate outcomes for decades to come.

You're an experienced executive leader with strong strategic judgement, emotional maturity, and the capacity to provide steady, confident and calm leadership in flexible and changing environments.

You're a highly experienced people manager with a commitment to building teams where people can grow, learn and deliver together for the long term. You've got a proven track record of developing collaborative and high-performing teams through the support of individual growth and cross-functional coordination. You bring strong project management experience and a practical approach - stepping in where needed to support the team and help the work to move forward.

You bring demonstrated experience designing, delivering and evolving leadership development programs or similar education and training initiatives. You understand the importance of intersectional feminist leadership. You have a demonstrated commitment to diversity and inclusion and First Nations justice

You are commercially and financially literate, with experience developing revenue models, managing strategic and revenue-generating partnerships, and ensuring program sustainability through sound governance and risk management.

We don't expect one person to have done all of this before. We're looking for someone with strong executive judgement, values alignment, and the ability to lead through complexity.

Key Tasks and accountabilities

- Lead the strategic development and evolution of WELA's Leadership Programs portfolio, ensuring programs continue to provide the support needed to shape the next wave of transformative women and gender-diverse leaders needed for our climate, environment and communities.



- Lead the development and implementation of a new multi-year place-based leadership initiative, including complex strategic partnerships.
- Lead and manage our growing Programs team including 5 staff, contract facilitators, advisors, pro-bono mentors and consultants.
- Strengthen operational systems, processes and team rhythms across the Leadership Programs portfolio to support clarity, consistency, collaboration and sustainable growth.
- Provide strategic leadership across the organisation and work in partnership with the CEO and Communications and Engagement Director to support ongoing strategy evolution and implementation. Act as CEO as required for short periods.
- Develop and secure sustainable program funding and revenue strategies. Manage the Programs team budgets, ensuring robust financial management.
- Develop and oversee Program partnerships.
- Support development of a new feminist Monitoring, Evaluation and Learning framework, and oversee impact reporting, reflective practice and learning cycles across programs.
- Represent WELA publicly in partnerships, forums, sector events and collaborative initiatives.

Key Selection Criteria

Essential

- Demonstrated commitment to environmental and climate justice, and women's and gender-diverse leadership.
- At least three years in an executive-level leadership role spanning program strategy, operational leadership and people management.
- Extensive experience developing and delivering leadership development programs, or similar education and training initiatives.
- Experience building strong collaborative teams, managing staff at all levels, setting clear direction and leading effective cross-functional coordination.
- Proven capacity to foster excellent working relationships with people from diverse backgrounds, ages and communities, including working in ways that support First Nations justice.



- Demonstrated experience securing and stewarding strategic and commercial partnerships.
- Excellent project and program management skills, with demonstrated experience managing complex initiatives to completion, including budget and revenue management.
- Experience working in small, growing not-for-profit organisations or social enterprises.

Desirable

- Experience working within environmental, climate, feminist or social change movements.
- Experience implementing Monitoring Evaluation and Learning frameworks.
- Familiarity with relevant digital tools such as Google Suite, CRM tools, Canva, Slack and social media platforms.

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 submit your resume and a cover letter (ideally PDF) that briefly outlines what's motivating you to apply for the role and how your experience could be applied in this context to **Ripple Opportunities**.

Your application (up to 1,000 words total) should address the following:

- Your motivation for seeking this specific role.
- A concise summary of how your professional background aligns with the position description.
- A detailed example of a related project or leadership achievement (e.g., program delivery or partnership growth), including your strategy, the results, and key learnings.
- Details regarding your salary expectations, preferred working hours, and availability for a start date.

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

For general enquiries about the position, please email hey@rippleopportunities.com.

