



## WoTL Ambassador Coordinator

### About WoTL

WoTL's vision is a thriving agricultural industry that recognises the influential contribution of women. As a not-for-profit WoTL provides insightful leadership through collaboration and exists to amplify the positive influence of women in agriculture.

WoTL produces outcomes by identifying and delivering responsive and effective initiatives such as professional development and networking. Working with partners and funding bodies WoTL delivers inspiration and growth across Australia.

With its headquarters in South Australia, WoTL is a Company Limited by Guarantee under the Corporations Act 2001.

### Our Values

- **Authenticity** – We stay true to ourselves and nurture genuine relationships.
- **Empowerment** – We help people reach their full potential and be their best selves.
- **Listening & Responsiveness** – We listen with intent and take meaningful action.
- **Collective Impact** – We believe in the power of collaboration to drive change.
- **Openness & Curiosity** – We cultivate safe spaces that inspire exploration, learning, and growth.

### How We Make an Impact

- **We are founded for women, by women.** We empower women in agriculture across Australia to grow, connect and thrive.
- **We create connections.** WoTL creates opportunities for women connected to agriculture to come together and learn.
- **We listen to our community.** We create and deliver effective initiatives including programs and events to meet the needs of women connected to agriculture.
- **We partner with the best.** From funding bodies to facilitators, our partners share a vision to lift women across Australia.
- **We go beyond education.** WoTL's programs are delivered differently, to create community and opportunities to learn real-world skills in a safe environment.

## Position Description

**Position Title:** WoTL Ambassador Coordinator

**Reports to:** Executive Officer, WoTL

**Overall Position Purpose:** The WoTL Ambassador Coordinator will be responsible for the management of the WoTL Ambassadors and the WoTL Ambassador Network. WoTL Ambassadors are volunteers and that play a critical role in being the initial connection point for many women in rural and regional Australia to WoTL and who host WoTL's regional event. Across South Australia there are currently 10 WoTL Ambassadors and a key outcome of the position will be to expand the network in South Australia and into New South Wales.

A key role of the Ambassador Coordinator is to support individual WoTL Ambassadors and for the Ambassador Network to achieve their delivery targets. This will include but is not limited to supporting regional WoTL Ambassadors, sourcing funding, report writing, identifying workshop facilitators and coordinating cross regional delivery of programs.

The Ambassador Coordinator is also responsible for ensuring the quality and consistency of regional delivery across the WoTL network. This includes branding of events, quality of delivery, collection of evaluation data and working with the Ambassadors to create a safe learning environment for openness and curiosity.

Another key aspect of the Ambassador Coordinator role is to collate feedback from the Ambassadors about the professional development needs of women in their communities and feed this into WoTL to inform future product development.

The Ambassador Coordinator will work closely with the Executive Officer and other WoTL staff and support WoTL's Program Advisory Team. You will be an autonomous worker, with a focus on building relationships, a team commitment and good attention to detail. You will be people focused and known as someone who 'gets things done'

**Position Location:** Remote working from home or personal office.

**Position Commitment:** Part-time (0.4 FTE) with potential to grow.

**Salary:** Remuneration will be negotiated with the successful applicant based on knowledge, skills and competencies.

## Main Duties / Responsibilities:

### *Manage WoTL Ambassadors and the Ambassador Network*

- Plan and chair quarterly Ambassador Meetings
- Plan and host the WoTL Ambassador bi-annual face to face meeting
- Attend one event for each Ambassador per year to provide support and for quality control
- Support WoTL Ambassadors with event planning

- On-board new Ambassadors, including mentoring to ensure new Ambassadors feel supported and have an understanding of WoTL processes and values
- Manage the volunteer Ambassadors in-line with the principles outlined in WoTL's Volunteer Management Plan
- Have quarterly phone check ins with each WoTL Ambassador
- Collect data from Ambassadors about regional issues that may impact project delivery and / or be future professional development topics
- Continue to grow the WoTL Ambassador Network to reach WoTL's strategic growth targets
- Work with Ambassadors to reach WoTL workshop attendance targets at events

#### *Project Management*

- Have an understanding of the current funding landscape in the states that WoTL operates
- Source funding to run events through the Ambassador Network, this could be via grants, sponsorship or in-kind support
- Preparation of grants to deliver events across the Ambassador Network, including project design with input from relevant Ambassadors
- Managing the delivery of grants involving the Ambassador Network, including meeting agreed milestones, delivery schedules, budgets, reporting and evaluation
- Coordinate workshop delivery with WoTL Ambassadors, ensuring branding and evaluation requirements for all delivery partners are met
- Work with the WoTL Admin and Finance Officer to develop promotional collateral for each Ambassador event.
- Manage the regional calendar of events to ensure WoTL events aren't clashing with each other and other events in the local community
- Identify all the stakeholders across each project and work with the relevant Ambassadors and other WoTL staff to engage them as considered appropriate

#### *Maintain quality control of program delivery across WoTL's Ambassador Network*

- Support WoTL Ambassadors to have a shared understanding of and to implement the processes used by WoTL to maintain the quality of delivery across the Ambassador Network
- Support WoTL Ambassadors to implement WoTL's evaluation framework
- Collate feedback from Ambassadors on facilitators and subject matter experts used across the Ambassador Network and use this for managing further engagement of these deliverers with WoTL
- Manage on-boarding of new preferred delivery partners to ensure they have a shared understanding of desired event outcomes
- Review and maintain Ambassador Handbook

#### *Stakeholder relationship management*

- Actively manage the identified stakeholders relevant to the role eg farming system group staff, facilitators, subject matter experts, funders and potential funders

*Provide linkages and support to other WoTL activities and groups*

- As required provide support to the Thriving Women Conference and the Stepping Into Leadership Program
- Participate in WoTL working groups as required eg Program Advisory Working Group

## **Skills and Experience**

Qualifications:

No formal qualifications are required

*Skills and Experience:*

- Strong communicator, both written and oral
- Strong relationship management skills
- Strong customer service and inter-personal skills
- Experience in grant writing
- Computer skills, including Excel, Word, Outlook with Canva and Humanitix a bonus
- Experience coordinating and leading a team of volunteers across multiple locations
- Demonstrated ability to work co-operatively under the direction of the EO, in a team as well as independently
- Ability to be flexible, take initiative, self-motivated and organise own work
- Highly developed organisational skills and attention to detail
- Experience in event management

*Desirable*

- Understanding of the financial, environmental and social dynamic of Australian agriculture
- Experience working with volunteers in a not-for-profit environment
- Experience in facilitation and workshop delivery and / or an understanding of facilitation principles

**Special Conditions**

- A flexible approach to working hours and days
- Australian C-Class Drivers Licence is required
- The use of own motor vehicle reimbursed at the ATO rate
- There is a requirement for attending some night meetings
- Able to supply own laptop and mobile phone
- There will be significant travel to regional SA locations
- There will be some interstate travel and overnight stays required

Flexible working arrangements are available for the right candidate, including working school hours, as per negotiation. The initial contract will be for one year up to 15 hours per week.