



WoTL Ambassador

About WoTL

WoTL's vision is a thriving agricultural industry that recognises the influential contribution of women. WoTL provides insightful leadership through collaboration and exists to amplify the positive influence of women in agriculture.

WoTL delivers responsive and effective initiatives such as professional development, training and networking opportunities for women in agriculture. Working with partners and funding bodies WoTL delivers inspiration and growth across Australia through its annual Thriving Women Conference, Stepping Into Leadership Program and bespoke professional development delivered by a network of regionally based Ambassadors.

Established in 2017, with its headquarters in South Australia, WoTL is a Company Limited by Guarantee under the Corporations Act 2001.

Our Values

- We are **genuine** in who we are and, in our relationships
- **People** are central to all we do
- We **respond** to individual, community and industry needs
- **Working together** has a collective impact
- **Safe environments** support openness and curiosity

How we are making an impact

- **Founded for women, by women.** We empower women in agriculture across Australia to grow, connect and thrive.
- **We create connection.** WoTL creates opportunities for women connected to agriculture to come together to learn.
- **We listen to our community.** We create and deliver effective initiatives including programs and events to meet the needs of women working in or connected to agriculture.
- **We partner with the best.** From funding bodies to facilitators, our partners share a vision to lift women across Australia.
- **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

Reports to: Ambassador Coordinator, WoTL

Overall Position Purpose: WoTL Ambassadors play a critical role in being the initial connection point for many women in rural and regional Australia to WoTL. One of the key roles of WoTL Ambassadors is to coordinate professional development events in their local region, whilst ensuring brand consistency and quality control for WoTL events across the Ambassador Network. WoTL Ambassadors have a good understanding of women in their local community and are relatable to them, have a working knowledge of local logistics, excellent organisational skills and will represent WoTL's values in the public arena. WoTL Ambassadors also perform an important role in providing information to WoTL about issues impacting women in their region to allow WoTL to be responsive in the types of professional development provided. WoTL Ambassadors will be supported by WoTL's staff.

Position Location: Remote working from home or personal office.

Position Commitment:

- Participate in four WoTL Ambassador Network Team Meetings annually
- Hold a minimum of three professional development events a year in your region
- Participate in professional development offered to support you perform the role of a WoTL Ambassador

Remuneration: This is a volunteer position with Ambassadors being able to claim up to \$500 for each workshop they host.

Main Duties / Responsibilities:

Host Professional Development Events

- Work with the WoTL Executive Officer to determine the professional development needs of women in your regional and set an annual plan of activities.
- With the support of the Executive Officer undertake the initial event planning, including completing the WoTL Workshop Promotion Template, booking the workshop venue and catering, liaising with the facilitator / subject matter expert to ensure the content will be contextualised for your local audience.
- Promote the event through your local networks. Support will be given to develop an event flyer, an event bookings page on Humanitix and creating an event on social media.
- Be the contact person on the event flyer for enquiries about the event.
- On the day create a welcoming and inclusive event by:
 - working with the facilitator / subject matter expert to set up the room before participants arrive
 - being available to welcome participants as they arrive and introduce them to the deliverer and other participants

- open the workshop by welcoming everyone, introducing the deliver and acknowledging the funders before handing over to the deliverer
- monitor the participants throughout the day to ensure they are supported in their learning
- Support the workshop facilitator as required to manage the group processes on the day eg initial welcoming of participants and what they hope to get from the day, ensuring promoted workshop outcomes are delivered, ensuring evaluation data is collected and managing the workshop close.
- Have a WoTL banner displayed at the event.
- Take photos at the event so they can be shared on social media or used in reports to funding partners.
- Take photos of any relevant butchers paper
- Forwarded all relevant photos to the Administration and Finance Officer
- Manage the evaluation process, including providing feedback to the facilitator at the completion of the event

Participate in WoTL Ambassador Network Team Meetings

- Actively participate in four WoTL Ambassador Network Team Meetings a year. These meetings are usually virtual.

Represent WoTL and its values

- Actively promote WoTL and its events through your network eg Thriving Women Conference and the Stepping Into Leadership Program
- As a WoTL Ambassador always be conscious you are representing WoTL, its values and brand.

Support WoTL and other WoTL Teams

- Participate in professional development organised for WoTL Ambassadors.
- Support other WoTL Teams eg Thriving Conference Team, WoTL Marketing Team, WoTL Stepping Into Leadership Alumni Team
- Follow WoTL's policies and procedures

Skills and Experience

Skills and Experience:

- Knowledge of local logistics eg childcare days, venues, catering
- Strong networks in local community
- Relatable to WoTL audience
- Highly developed organisational skills and attention to detail
- Ability and confidence to provide a welcoming and inclusive workshop environment
- Ability to display / represent WoTL's values
- Ability to meet agreed requirements of event funding partners
- Understanding of the financial, environmental and social dynamic of Australian agriculture
- Australian C-Class Drivers Licence

Desirable

- Ability to engage workshop participants in active learning
- Ability to relate and work with a variety of workshop facilitators

WoTL's Commitment to You

- Support to provide personal and professional development to women in agriculture within your local community
- A payment of up to \$500 per event organised
- WoTL shirt, logos, head shot photo to use within your role
- An opportunity to join a supportive community of women across Australia that are having a positive impact on the lives of other rural and regional women