



NELA National Partnerships Officer and Subcommittee Secretary Volunteer | Position Description

About the role

- Would suit persons with marketing and/or public relations experience, particularly those who enjoy client-facing roles.
- Provide secretarial support to the National Environmental Law Association (**NELA**) Membership, Partnerships and Volunteers Portfolio Subcommittee (**Subcommittee**).
- Attractive opportunity for students and young professionals looking for volunteer work experience with Australia's premier non-profit community organisation focused on advancing environmental law.

The Role

At a high level, the officer and secretary will assist the Subcommittee in two key ways:

1. Acting as the designated point of contact with partners and sponsors.
2. Providing secretariat services to coordinate the effective functioning of the Subcommittee.

Specific responsibilities include:

The officer and secretary's responsibilities will include:

- Communicating with partners, sponsors, the Subcommittee and the NELA National Executive Committee.
- Maintaining a register of historical and prospective partners and sponsors.
- Organising (including preparing agendas for and taking minutes of) Subcommittee meetings.
- Preparing a Partnerships and Sponsorship policy to guide decision-making regarding existing and prospective partners and sponsors.
- Assisting with the planning and execution of other projects undertaken by the Subcommittee from time to time.

Skills Required

This role would suit candidates from a wide range of backgrounds with experience in marketing and/or public relations and secretarial functions who possess the following transferable skills:

- Experience liaising and engaging effectively with both internal and external stakeholders.
- Experience managing student associations or professional committees, including preparing minutes and records of meetings.
- Ability to work autonomously and with initiative, but also collaboratively as part of a team.
- A high level attention to detail.
- Well-developed verbal and written communication skills.
- Technological aptitude, including proficiency with the Microsoft Office and Google suites.

Time commitment and application

For the successful applicant a commitment to NELA's objectives is essential. You are expected to volunteer, on average, 4 hours of your time per week.

Term of appointment

12 months, subject to a 3-month trial period.

How to apply

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to president@nela.org.au by **midnight AWST Thursday 30 June 2022**.

About NELA

NELA is a peak body for advancing Australian environmental law. NELA brings together professionals in environment and resources law and related disciplines. We are a national, not-for-profit, volunteer-run organisation.

We endeavour to promote the understanding of the role of environmental law in regulating and managing the conservation and usage of the environment.

We have members and event attendees from all walks of life, including students, State and Federal public servants, lawyers, engineers, local government officers, academics, librarians, town planners, environmental consultants, architects, and people from many other disciplines.

To achieve its purpose, NELA:

1. Provides a forum for and otherwise assists the discussion, consideration and advancement of environmental law across the legal profession and wider community.
2. Makes recommendations and submissions on matters of environmental law in Australia.
3. Convenes and holds seminars, lectures and conferences.