



NELA National Operations Officer and Subcommittee Secretary Volunteer | Position Description

About the role

- Would suit candidates with event organisation experience and/or interest in organising events.
- Assist in managing the organization of NELA's largest national event, the NELA National Conference.
- General support to NELA National Convenor of NELA National Conference Portfolio Subcommittee (**Subcommittee**) as Subcommittee Secretary.
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focused on advancing environmental law.

The Role

The successful candidate(s) for this role will assist the Subcommittee to coordinate NELA's largest event.

Specific responsibilities include:

- Work closely with NELA's National Convenor of the Subcommittee to manage NELA's National Conference 2022.
- Plan, deliver and review the National Conference 2022.
- General support to Subcommittee as Subcommittee Secretary, including organising Subcommittee meetings, drafting meeting minutes and assisting with Subcommittee administration.

Skills Required

This role will suit candidates who possess the following transferable skills:

- Experience with event organisation.
- Ability to work collaboratively, autonomously and with initiative.
- Effective engagement of a range of stakeholders.
- A commitment to quality service standards and delivery.
- Well-developed verbal and written communication skills.
- Tech savvy and skilled in image and video editing and production software, Microsoft Office suite and Google suite.

Time commitment and application

For the successful applicant a commitment to NELA's objectives is essential. You are expected to volunteer, on average, 3 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.