



## **NELA National Publications Officer and Subcommittee Secretary Volunteer | Position Description**

### **About the role**

- Would suit candidates with media experience or interest in working with media, and/or studies in journalism, media and communications, or with experience in environmental research and messaging.
- Source media opportunities, draft media releases, liaise with journalists.
- Draft advocacy and policy submissions to the legal profession, government and other bodies.
- General support to National Convenor of NELA National Publications and Submissions Portfolio Subcommittee (**Subcommittee**) as Subcommittee Secretary.
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focussed on advancing environmental law.

### **The Role**

The role assists the Subcommittee to coordinate NELA's relationships with the media and draft advocacy and policy submissions in line with NELA's purposes. The role will involve assessing opportunities for advocacy, policy and news media exposure for NELA and implementing an advocacy, policy and news media strategy.

### **Specific responsibilities include:**

- Work with NELA's National Convenor of the Subcommittee to manage NELA's relationships with the media and journalists.
- Work with NELA's National Convenor of the Subcommittee to draft media releases, advocacy and policy submissions in line with NELA's purposes.
- 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 from a background in media, communications and/or policy development who possess the following transferable skills:

- Experience with crafting effective messages for mainstream media (e.g. print, digital, TV, video).
- Experience in environmental research and messaging.
- Ability to work autonomously and with initiative.
- Effective engagement of a range stakeholders.
- A commitment to quality service standards and delivery.
- Well-developed verbal and written communication skills.
- Ability to work collaboratively.
- Tech savvy and skilled in image and video editing software; Microsoft Office suite, 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](mailto: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.