



## NELA National Conference Officer | Position Description

### About the role

- Would suit candidates with event organisation experience and/or interest in organising events.
- Plan NELA's Annual National Conference.
- 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 candidates for this role will assist the NELA National Convenor of Events Portfolio Subcommittee to coordinate NELA's Annual National Conference. There are seven positions available.

### Specific responsibilities include:

- Work closely with the NELA National Convenor of Events Portfolio Subcommittee and other National Conference Officers to plan, deliver, and review NELA's Annual National Conference.
- There are seven positions available. The successful candidates will be responsible for managing 1-2 of the below areas. There will also be opportunities for candidates to assist outside their primary area.
  - Operations
  - Marketing and communications
  - Venue
  - Sponsorship and ticketing
  - Speakers
  - Finance
  - Social events.

### Skills Required

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

- Punctual and responsive.
- Experience with event organization.
- Ability to work collaboratively, autonomously and with initiative.
- Effective engagement of a range of stakeholders.
- Well-developed verbal and written communication skills.
- A commitment to quality service standards and delivery.
- Tech savvy and skilled in software relating to communications and videoconferencing (i.e. Microsoft Office suite, Google suite, Zoom)

### **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 AEDT on Friday 3 March**.

### **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.