



NELA National Policy Officer Volunteer | Position Description

About the role

- Would suit candidates with legal industry experience, prior experience in a corporate secretarial or policy role and/or students with a keen interest in corporate governance and policy development.
- Play a key role in NELA's corporate governance and policy development matters.
- Contribute to the successful development of a growing national non-profit organisation.
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focused on advancing environmental law.

The role

The role involves working collaboratively with the NELA National Secretary and Secretariat, Governance and Treasury Subcommittee to further develop NELA's governance arrangements.

The Policy Officer has an exciting opportunity to take responsibility in progressing the development of the effective functioning of an impact-focused, professional and efficient organisation.

The role will involve managing NELA's existing governance documentation and policies and planning the development of new governance documentation and policies to reflect NELA's growing governance obligations and scope.

Essential to the role is a desire to promote good governance and management within NELA.

Specific responsibilities include:

- Contributing to the revamp of NELA's existing governance and policy documents.
- Planning the development of new governance documentation and policies.
- Supporting the National Secretary to ensure NELA's governance documentation and policies provide clear guidance on processes and on the obligations and operations of the NELA Board.
- General support to the Secretariat, Governance and Treasury Subcommittee.
- Assist in the organisation and timely execution of the strategic plan for NELA, including the opportunity to be involved in the planning and drafting of the strategic plan.

Skills Required

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

- Legal industry or corporate management background and/or experience managing student associations or committees including managing governance documentation and policies.
- Ability to work autonomously and with initiative.
- Ability to work collaboratively.
- Strong drafting skills and an eye for detail.
- A commitment to quality service standards and delivery.
- Tech savvy and skilled in 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, 2-3 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 secretary@nela.org.au **by midnight AEDT Tuesday 28 February 2023**.

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.