



**NELA National Events Officer and Subcommittee
Secretary Volunteer | Position Description**

About the role

- Would suit candidates with event organisation experience and/or interest in organising events.
- Plan NELA national events.
- General support to NELA National Events 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 NELA National Convenor of Events Portfolio Subcommittee to coordinate NELA's national events.

Specific responsibilities include:

- Work closely with the NELA National Convenor of Events Portfolio Subcommittee to manage NELA's national events.
- Plan, deliver and review national events.
- General support to National Convenor of \Subcommittee, including organising meetings, drafting meeting minutes and assisting with administration.
- 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 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 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 AEDT Tuesday 31 January 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.