



## **NELA National Operations Officer Volunteer | Position Description**

### **About the role**

- Would suit candidates with administrative experience and/or interest in administration
- Assist the NELA National President and National Vice-President with administrative, operational and personnel / human resources activities
- Professional networking opportunities to collaboratively connect with leading industry leaders in the environmental law space across Australia
- Attractive opportunity for candidates looking for volunteer experience with Australia's premier non-profit community organisation focussed on advancing Australian environmental law and policy

### **The role**

The role assists the NELA National President and National Vice-President with administrative, operational and personnel / human resources activities.

### **Specific responsibilities include:**

- Report to the NELA National President and National Vice-President
- Assist the NELA National President and National Vice-President with administrative, operational and personnel / human resources activities
- General support to the four National officebearers (National President, National Vice-President, National Secretary and National Treasurer) as required

### **Skills required**

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

- Experience with administrative skills
- 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 and production 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 COB Friday 12 May 23.**

### **About NELA**

NELA is the national peak body for advancing Australian environmental law and policy. 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 from all walks of legal life, including students, MPs, 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.