



## NELA National Systems Consultant Volunteer | Position Description

### About the role

- Suitable for candidates with IT and website experience or an interest in working with media and communications or computer sciences
- Manage, review and maintain NELA's website, including content publication, event announcements and design functionalities
- Professional networking opportunities to collaboratively connect with leading industry leaders in the environmental law space across Australia
- Gain high quality volunteer experience with Australia's premier non-profit community organisation focused on advancing environmental law and policy

### The role

As the National Systems Consultant, you will have an exciting role in ensuring the smooth and ongoing operation of NELA's website and associated IT systems. You will manage the website's content and ensure that our email marketing platform is fully operational. You will also work closely with other NELA members to maintain and improve our online presence to ensure that our technology uses supports our mission and goals.

### Specific responsibilities include:

- WordPress website and Campaign Monitor management (including troubleshooting, implementing new functionality and refreshing design)
- Conduct Tech SEO Health checks (including speed and performance check, image size assessment, broken link checks, plug in and theme updates, and overall site health check)
- Be comfortable or willing to engage with Campaign Monitor and how this online email marketing platform works
- Ensure domain name and hosting remains updated
- Assist tech support for webinars and hybrids conferences (in person and online) such as setting up and sending out Zoom / Teams link to registered attendees
- Address cyber risk through proactive website security management and data governance, monitoring vulnerabilities and mitigation strategies to protect personal information
- **Optional:** Assist with LinkedIn posting and general online marketing of NELA initiatives
- **Optional:** depending on desired level of involvement, the portfolio appointed officer can assist with setting up new events, updating Board member profiles, uploading law reform submissions and other resources

### Skills required

This role will suit candidates with the following transferable skills:

- Experience with website editing and maintenance
- Tech-savvy or have general understanding of how website hosting and updating works
- Ability to work autonomously and collaboratively
- Commitment to deliver quality standards

### **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 AEST 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.