

**National Environmental Law Association (NELA)**

**Assistant National Secretary**

**Position Description**

**About the role**

* This is volunteer opportunity for a keen student or professional to contribute to the development and effective functioning of NELA, an impact-focused, professional and efficient organisation. As part of their role, the Assistant National Secretary would work closely with the National Executive Committee, National Board, and Secretariat, Governance and Treasury Portfolio under the direct supervision of the National Secretary.
* This role would suit candidates with legal industry experience, prior experience in a corporate secretarial or administrative role and/or students with a keen interest in corporate governance and regulatory compliance.
* The Assistant National Secretary plays a key role in NELA’s corporate governance and regulatory compliance matters. Accordingly, this role would suit candidates with a keen interest in corporate governance, director’s duties, and the intersection between environmental and corporate law.
* The role involves working collaboratively with the National Secretary and Secretariat, Governance and Treasury Subcommittee to:
  + coordinate the effective functioning of NELA’s governance arrangements; and
  + further develop NELA’s governance arrangements.
* The Assistant National Secretary has an opportunity to be mentored and progress through the organisation.

# Specific responsibilities

The Assistant National Secretary’s responsibilities will include:

* Supporting the planning and conduct of national level meetings, projects, communications, and coordinating reporting requirements and meeting processes, and attending such meetings.
* Developing and managing legal compliance systems and risk management frameworks, including compliance with statutory regulations and reporting obligations to ASIC and ACNC.
* Developing governance documentation and policies to provide clear guidance on processes and on the obligations and operations of the NELA Board.
* Assisting in the organisation and timely execution of NELA’s strategic objectives, including the opportunity to be involved in the planning and drafting of its strategic plan.
* Contributing to NELA’s environment of unity, inclusivity, integrity, courage and fellowship to meet its objectives.

# 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.
* Ability to work autonomously and with initiative.
* Ability to work collaboratively.
* Effective engagement of a range stakeholders.
* A commitment to quality service standards and delivery.
* Well-developed verbal and written communication skills.
* Demonstrated commitment to NELA’s values.

We strongly encourage people from diverse backgrounds to apply for the role. This includes First Nations people, LGBTIQA+, people living with disability, and people of cultural, linguistic and geographical diversity.

# Time commitment and application

For the successful applicant a commitment to NELA’s objectives is essential. You are expected to volunteer, on average, 3-4 hours of your time per week. Depending on the operational demands at any given time, this time commitment may be more or less than the average stated in this position description.

# Nature and term of appointment

The successful applicant will be appointed in a strictly voluntary capacity.

Your appointment is for an initial 12 months, subject to a 3-month trial period.

Your appointment will be reviewed after 12 months. Individuals that display commitment to the organisation and a desire for progression may have their appointment extended for an additional period as agreed between the person and NELA.

# 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](mailto:secretary@nela.org.au) by midnight AEST Sunday, 19 May 2024.

# About NELA

NELA is the peak body for advancing Australian environmental law.

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 protection, conservation and restoration of the environment.

NELA brings together professionals in environment and resources law and related disciplines. 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.

NELA’s Values

We put environmental protection and restoration at the centre of our work.

We acknowledge First Nations peoples’ enduring custodianship of our lands and waters and work together to advance the protection and restoration of Country.

We are transparent, accountable and responsive to our members, volunteers and the broader community.

We bring a compelling and rigorous evidence-based approach that considers a broad range of perspectives, including from the public, private and non-profit sectors.

We are inclusive of the wide diversity of people, experiences and points of view.

We are progressive, yet balanced, apolitical and impartial.

We are purposeful, dedicated and impactful in achieving our vision and mission.

We are a strong, respected and trusted voice for advancing Australian environmental law and policy.