

**National Environmental Law Association (NELA)**

**National Partnerships Officer**

**Position Description**

**About the role**

* NELA has a diverse range of partners and affiliates including Lotsearch, Clayton Utz, UNSW, King & Wood Mallesons, Norton Rose Fulbright, Ashurst, the Australian Environmental Law Enforcement and Regulators Network, the Environmental Institute of Australia and New Zealand, the Australian Committee for IUCN, and the Asian Research Institute for Environmental Law.
* This is a volunteer opportunity for a keen student or professional to assist NELA in building and maintaining these relationships, while also exploring new opportunities for partnerships and affiliations. As part of their role, the Partnerships Officer will be exposed to a large network of environmental professionals working in the government, non-profit, and private sectors, both domestically and internationally.
* This role would suit someone with an understanding of the environmental law and policy space, and a genuine desire to build and maintain relationships in this space.
* The role is based in Sydney or Melbourne.
* The National Partnerships Officer will work closely with the Memberships, Partnerships, and Personnel Portfolio under the direct supervision of the Vice President, who is currently co-convening the portfolio.
* The Officer will be responsible for:
  + acting as the designated point of contact with sponsors and affiliates; and
  + assisting the Portfolio in achieving its strategic priorities.

# Specific responsibilities

The National Partnership’s Officer’s responsibilities will include:

* Managing daily email correspondence received by the NELA Partnerships email inbox.
* Communicating with partners, affiliates, the Subcommittee and the NELA National Executive Committee.
* Maintaining a register of historical and prospective partners and affiliates.
* Organising (including preparing agendas for and taking minutes of Subcommittee meetings.
* Liaising and collaborating with the Events Portfolio as required to organise events with partners and affiliates.
* Assisting with the planning and execution of other projects undertaken by the Subcommittee from time to time, including the establishment of working groups and preparation of Board papers.
* Contributing to NELA’s environment of unity, inclusivity, integrity, courage and fellowship to meet its objectives.

# Skills Required

This role would suit candidates from a wide range of backgrounds with an interest in or understanding of the environmental law and policy space, possessing the following transferable skills:

* Ability to build and manage relationships with external stakeholders
* Capacity for effective and professional communication with both internal and external stakeholders
* Ability to execute successful events and collaborative projects with external stakeholders
* High attention to detail
* Ability to work autonomously and with initiative, but also collaboratively as part of a team.
* Technological aptitude, including proficiency with Microsoft Office and Google suites.
* 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, 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.

Occasionally, you may be required to make yourself available during normal work hours to a maximum of 1 hour per week for meetings with external stakeholders.

In addition, you will be expected to monitor the Partnerships email on a daily basis.

# 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 [vicepresident@nela.org.au](mailto:vicepresident@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.