



National Environmental Law Association (NELA) Assistant Memberships Officer Position Description

About the Role

- Opportunity to drive memberships growth at the National Environmental Law Association (NELA), Australia's premier environmental law organisation. Our memberships base comprises students and professionals interested in environmental law, drawn from diverse sectors including private practice, the public sector, NGOs, the bar, academia, and the judiciary. We are excited to continue growing our membership and support our member base.
- The Assistant Memberships Officer will assist the Membership Officer with the management of our WordPress member database, management and coordination of member benefits including working groups, reporting and budget obligations, membership marketing campaigns, and member enquiries.
- Attractive opportunity for students and early career professionals looking for volunteer experience with a premier non-profit organisation. Work with and learn from a broad cross-section of individuals and organisations from the government, non-profit, and corporate sectors active in law, environmental law, and environmental law-aligned work.

Specific responsibilities

The Assistant Memberships Officer will:

- Work primarily with the Memberships Officer and other members of the Memberships, Partnerships and Personnel Portfolio, currently co-convened by the Vice President and President of NELA.
- Work closely with other NELA portfolio members including Board members and Directors as required.
- Assist the Membership Officer with maintaining the member database.
- Assist the Membership Officer with research and analysis required to grow and support our member base.
- Assist the Membership Officer with drafting and issuing reports and analyses to Board members or other NELA authorised portfolio member.
- Assist the Membership Officer with regular review of member benefits to ensure they are current and available.
- Assist the Membership Officer with managing and coordinating the NELA working groups.
- Assist the Membership Officer with planning and executing required marketing campaigns in collaboration with other applicable NELA portfolios.
- Assist the Membership Officer with various member enquiries.
- Contribute 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 experience in marketing and/or public relations, database management, IT, and general administration duties who possess the following transferable skills:

- Experience working with and maintaining databases and conducting data research and analysis, including in Excel.
- Experience liaising and engaging effectively with various stakeholders of various backgrounds.
- Experience managing or leading teams, committees or equivalent.
- Experience drafting various professional documents, minutes and reports.
- Ability to work autonomously and with initiative, but also collaboratively with a team.
- A high-level of attention to detail and a commitment to provide quality services.
- Well-developed verbal and written communication skills.
- Technological aptitude, including proficiency with Microsoft Office, and various internet search engines. Experience with Campaign Monitor, Canva, and WordPress would be an advantage.
- Ability to protect member privacy and confidentiality or capacity to learn to do so
- Demonstrated commitment to NELA's values.

We strongly encourage people from diverse backgrounds to apply for the role. This includes First Nations people, LGBTIQ+, 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 vicepresident@nela.org.au by midnight AEST, 25 August 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.