

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	La Trobe University, Respectful Communities Team (Health, Wellbeing and Inclusion)
Placement Title	Respectful Communities Officer
Placement Location	Hybrid
Address (if onsite)	La Trobe University Plenty Road and, Kingsbury Dr, Bundoora VIC 3086 Building: Peribolas East
Primary Supervisor Name	Rose Wimbush
Position Title	Health Promotion Coordinator
Host Organisation Website	
Host Organisation Background:	
The Respectful Communities team at La Trobe University works within the Health, Wellbeing and Inclusion division, and provides strategic training and health promotion to elevate respect and equity in the university community.	

Placement Details

Placement Semester/Term	Semester 2
Start Date	29 July 2024
End Date	Negotiable
Days/hours per week	3 days per week, Tuesday, Wednesday, Thursday desired (but we have flexibility)
Hours (total)	100 hours for LTU3IND, 100-300 hours for Minor
Placement Type	Unpaid

The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.

Desired Course Discipline/Background

This placement would be best suited to students studying or interested in project management for public health projects, sexual harm reduction and prevention, equity and gender studies or other social justice related fields.

Key Duties and Responsibilities

- Planning and implementation of Pride Week at La Trobe, including project planning, stakeholder meetings and evaluation.
- Planning of 16 Days of Activism event at La Trobe.
- Contributing to the roll-out of Safe and Respected campaign in Semester 2.
- Writing communications for staff and student audiences.
- Representing the division at events and on campus.
- Attending stakeholder meetings and writing meeting minutes.

Selection Criteria

Essential:

- Sound written and verbal communication skills
- Inclusivity conscious
- General digital literacy and research skills
- Basic understanding of community or public health (health promotion) strategies and/or the drivers of gender based violence

Desired:

- Project management/event planning skills
- Competency in working within the Microsoft Office suite and with basic design programs like Canva

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Other (Please Specify)
- None

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	LTU3IND or Minor
Subject Information	
Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have 1 elective space in your course plan

How to Apply

Application Deadline: 22nd May 2024

Application Instructions:

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: [Industry Placement Application Form, Careers and Opportunities, La Trobe University](#)

For help with your cover letter and resume - [Resumes and job applications, Careers and Opportunities, LTU](#)

Thank you for considering a Work Based Learning Placement!