

## Work Based Learning (WBL) Placement Description

### Host Details

<b>Host Organisation</b>	Football Victoria
<b>Placement Title</b>	Policy Officer
<b>Placement Location</b>	On-site
<b>Address (if onsite)</b>	La Trobe University, Sports Drive, Bundoora VIC 3083
<b>Primary Supervisor Name</b>	Sue Collins
<b>Position Title</b>	Head of Equity
<b>Host Organisation Website</b>	<a href="#">Home   Football Victoria</a>

#### **Host Organisation Background:**

Football Victoria (FV) is the governing body for football (soccer) in Victoria with a clear purpose to inspire and enable Victorians from all walks of life to live and love football, for life. As a member federation of Football Federation Australia and through the national body's affiliation with FIFA (Federation of International Football Associations), we look after the administration, promotion and delivery of football and futsal (indoor football) across the state including, semi-professional ranks, amateurs, women and girls, youth, referees, coaches, officials and volunteers.

Our team of more than 70 people helps to deliver over 40,000 football matches every football season, through the scheduling of annual fixtures and by setting appropriate rules of competition. And, our appointed match officials, alongside the many thousands of club volunteers, play a vital role in making the game happen week in, week out.

### Placement Details

<b>Placement Semester/Term</b>	Terms 4 and 5, 2024
<b>Start Date</b>	29 July
<b>End Date</b>	25 October
<b>Days/hours per week</b>	2 days a week
<b>Hours (total)</b>	200
<b>Placement Type</b>	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**

##### **Preferred degree/areas of study:**

Possible areas:

Sports Management

Public policy

Diversity and inclusion

Gender studies

Psychological Science

Human Resources

Sociology

Ethics

Social Justice

Other relevant sports or social science majors

## Key Duties and Responsibilities

The student will be assisting the Football Victoria (FV) Diversity, Equity & Inclusion team to develop their new DEI Framework and toolkit. The project will require the student to undertake the below duties:

- **Research and Analysis:** Conduct research on current DEI policies, practices, and trends. Analyze data related to diversity metrics within the organization or industry to inform policy development.
- **Policy Development:** Assist in formulation and design of the FV DEI Policy including the process of drafting, reviewing and revising to ensure the policy aligns with the organizational strategy and values. Ensure policies are inclusive, equitable, and compliant with relevant laws and regulations.
- **Stakeholder Engagement & FV Committee:** Collaborate with key internal and external stakeholders in the DEI FV Committee as well as across the organization, including HR, legal and heads of leadership group to gather input and feedback on DEI policies. Facilitate discussions to ensure diverse perspectives are considered.
- **Training, Education & Delivery:** Assist in develop training materials and resources to educate FV employees on the new DEI policies and practices. Assisting in delivering training sessions to introduce the policy, increase awareness and promote understanding of diversity, equity, and inclusion across FV.
- **Program Design:** Assist in developing up to date rule books for the DEI Programs. Facilitate delivering the rule books with stakeholders.

## Selection Criteria

### Essential:

- E.g. Ability to work as a team and independently
- E.g. Good verbal communication skills
- E.g. Expertise in computer software programs including Word, Excel, PowerPoint
  
- Ability to research, draft, and review policies, preferably in the field of Diversity, Equity, and Inclusion.
- Experience in analyzing data, conducting stakeholder consultations, and aligning policies with organizational objectives.
- Strong written and verbal communication skills.

### Desired:

- Understanding diversity, equity, and inclusion concepts, frameworks, and best practices. Familiarity with relevant legislation, regulations, and industry standards across sport related to DEI.
- Experience in preparing reports, training materials, and other written communications for diverse audiences.
- Ability to facilitate discussions, build consensus, and incorporate feedback to develop inclusive and effective policies

*Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalized folks tend to only apply when they check every box. So if you think you have what it takes, but don't necessarily meet every single point above, please still get in touch. We'd love to have a chat and see if you could be a great fit.*

*Football Victoria is an equal opportunity employer and encourages applications from suitably qualified and diverse candidates. We provide a welcoming, safe and flexible approach to work and provide an environment that benefits from and enables the best from everyone.*

## Pre-Placement Compliance Checks & Requirements

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

## Work Based Learning (WBL) – Subject Information and Requirements

<b>Subject Code</b>	Two of the Professional Placement subjects, likely LTU2PP1 and LTU2PP2
<b>Subject Information</b>	
<b>Subject Prerequisites</b>	<ul style="list-style-type: none"><li>• Completed 120 credit points of your degree</li><li>• Have 2 elective spaces in your course plan</li></ul>

## How to Apply

**Application Deadline: 22 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!*