

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Greenfleet
Placement Title	Project Officer
Placement Location	Hybrid
Address (if onsite)	Level 4, 517 Flinders Lane, Melbourne, 3000
Primary Supervisor Name	Kara Ashton-Fox
Position Title	Administration Officer
Host Organisation Website	www.greenfleet.com.au

Host Organisation Background:

Greenfleet is a leading Australian not-for-profit environmental organisation protecting our climate by restoring our forests.

Greenfleet plants native biodiverse forests to capture carbon emissions and help fight the impacts of climate change. Greenfleet is Australia's first carbon offset provider and since 1997 has planted over 10.6 million trees creating more than 550 forests in Australia and New Zealand. Our forests are legally protected for up to 100 years, conserving biodiversity and restoring habitat for wildlife, including many endangered species.

La Trobe University and Greenfleet have been partnering to take climate action for more than two decades. See more information on La Trobe University's work with Greenfleet [here](#).

Placement Details

Placement Semester/Term	Terms 4 and 5, 2024
Start Date	29 July 2024
End Date	25 October 2024
Days/hours per week	
Hours (total)	200 hours
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

Preferred degree/areas of study:

Area of study should be related to the agreed project (see key responsibilities below).

Key Duties and Responsibilities

Greenfleet is consistently engaged in a range of projects, of which placements will be matched based on student interest, experience or competence and business need.

Students with an interest in the environment and sustainability are encouraged to apply and identify projects that interest them.

Students will be involved in day-to-day operations, as well as working on specific projects.

Project examples

1) Visual content management

Possible disciplines: Humanities: communications, creative writing, Science.

- Research and consider best-practice storage and user experience to Redesign the visual content library and systems
- Develop a hero image set for each forest using existing imagery; analyse gaps and develop simple photo briefs
- Independent research and liaison across the Greenfleet team liaison to identify biodiverse species across [Greenfleet Forests](#) and our [upcoming forests projects](#).

2) Biodiversity and Species documentation

Possible disciplines: Humanities: communications, creative writing, Science.

- Prepare fact sheets on 'species' in focus' for Greenfleet, such as the [Giant Gippsland Earthworm](#) or the endangered Australian Grayling (*Prototroctes maraena*), a slender fish known as the cucumber herring, for its cucumber-like odour, as well as gliders, koalas, glossy-black cockatoos, Eucalyptus strzeleckii, and many more flora and fauna species.
- Includes: research about the species; why it's important/threatened; noting Greenfleet sites that are restoring its habitat and how
- Work with Greenfleet team to understand and evidence Greenfleet's success where applicable

3) Traditional Owner Country

Possible disciplines: Archaeology, Aboriginal studies, Anthropology, History, Sociology.

- Determine Traditional Owners of Country for each Greenfleet forest site
- Review existing relationship contacts, processes and opportunities for extension (e.g. ascertain where prescribed body corporate or identified land councils exist)
- Review and develop respectful content and engagement opportunities relevant to Greenfleet.
- Greenfleet has experience as a modern land manager actively developing relationships with the longest continuous land managers on earth. See an overview of Greenfleet's work with Kabi Kabi in the Noosa Hinterland [here](#).

4) Not-for-profit business administration

Possible disciplines: Business, Commerce, Law, Accounting

- Review, consolidate and support management procedures business operations
- Structural assignment of accounts and enquiry management
- Audit land titles, analyze and report on status

Selection Criteria

Core Competencies

- Following Instructions and Procedures
- Planning and organising
- Presenting and Communicating Information
- Writing and reporting
- Analysing and Critical Thinking
- Working with People
- Adhering to Principles and Values
- Learning and Researching
- Adapting and Responding to Change
- Achieving personal work goals and objectives

Greenfleet's **values** are integral to how we do business, form part of our expected standards of behaviour and are relevant to all roles.

Integrity: *We do what we say we do and are always accountable*

Respect: *For supporters, staff and stakeholders*

Honesty and Trustworthiness: *100%. We act in good character and are honourable*

Privacy: *Maintaining confidentiality*

Commitment: *To Greenfleet's purpose and to getting the job done*

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Other: Health Declaration

Work Based Learning (WBL) – Subject Information and Requirements

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

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!