

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Leadership Victoria
Placement Title	Marketing & Communications Assistant
Number of Placements being offered	1
Placement Location:	
<input type="checkbox"/> Remote <input type="checkbox"/> Onsite <input checked="" type="checkbox"/> Hybrid	
Address (if onsite)	Level 7, 276 Flinders Street, Melbourne VIC 3000 (Multiple program and event sites)
Primary Supervisor Name	Nkosi Ndlovu
Position Title	Marketing and Communications Lead
Host Organisation Website	www.leadershipvictoria.org

Vision: An inclusive, equitable and sustainable society.

- Purpose: To develop, connect and inspire diverse leaders across all sectors to strengthen communities and tackle society's complex and systemic problems.
- Values: Courage, curiosity, integrity, respect

As the foremost leadership organisation in Victoria, LV has been delivering unique programs for over 30 years to leaders from a diverse mix of sectors, industries, backgrounds, identities and experiences.

- Our Vision is for an inclusive, equitable and sustainable society. Our Purpose is to develop, connect and inspire diverse leaders across all sectors to strengthen communities and tackle society's complex and systemic problems. We aim always to work with courage, integrity, curiosity and respect.
- We provide exposure to new and diverse experiences, people and ideas. Program participants engage respectfully across different perspectives and knowledge, and share, collaborate and learn in a crucible environment, creating a deep trust and enduring peer connection. They also engage with a wide range of seasoned leaders who share compelling and often intense leadership experiences. In some programs, participants undertake a selection of fieldtrips to build awareness of the diverse aspects of the Victorian community.
- LV's approach draws on a wide range of leadership development practices and expertise from Australian and global thought leaders. We are experts in adult development-based approaches to leadership development, which are ideally suited to complex adaptive environments. We empower leaders to identify and dismantle conscious and subconscious barriers to leadership, and challenge participants' thinking so that they can transform how they lead, in practice.
- LV is an independent, not-for-profit organisation, and a certified social enterprise, and is registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC). We are governed by a volunteer Board of Directors, many of whom are LV Alumni, and our Chair is Christine Nixon, AO, APM. LV is funded via a combination of social enterprise, and program partnerships with a range of government and social sector organisations

Placement Details

Placement Semester/Term	Semester 2
Start Date	28 July 2025
End Date	24 October 2025
Days/hours per week	2 days per week (min)
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.

Key Duties and Responsibilities

Work with the Marketing and Communications Lead to plan, coordinate, and execute Leadership Victoria's communications plan through:

- Supporting the design and production process of materials, capturing experiences and photos/videos of participants and speakers, and contributing in the field as necessary.
- Providing support to deliver key communications through newsletters, social media (including LinkedIn), EDMs, website and yearbook through engaging copy and collateral.
- Conducting research, gather resources and contribute ideas to future communications through interviews, case studies and evaluation surveys
- Building and maintaining positive relationships with program participants, alumni, volunteers, and partner organisations.
- Working with the Partnerships and Business Development Lead, to assist in identifying engagement opportunities for current and future programs.

Selection Criteria

Essential and desirable skills, abilities, qualifications, or experience to be successful in the placement

Desired Course Discipline/Background

- Marketing, Communications and Media. An interest in events and social impact work is a bonus.

Essential:

- Organised and with good time management skills, with the potential to learn how to prioritise tasks and meet deadlines in a fast-paced environment.
- Creativity and a strong interest in gathering and telling interesting and engaging stories through various forms of media.
- Good interpersonal skills, with potential to develop strong communication skills and professional demeanor.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and experience with database management software, design and digital software (Canva, Adobe Lightroom, Adobe Photoshop or similar) is desirable.
- A proactive and collaborative attitude, with a willingness to learn and contribute to a positive team culture.

Pre-Placement Compliance Checks & Requirements

- Child Safe Standards Training (TSSD)
- Student Placement Deed
- Police Check
- Working With Children Check (WWCC)
- Other

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	200 hours = Term 4 - LTU2PP1 LTU3PP3 Term 5 - LTU2PP2, LTU3PP4
Subject Information	LTU2PP1 , LTU3PP3 , LTU2PP2 LTU3PP4 refer to Industry Placement Minor
Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have free elective space in your course plan• Refer to Handbook

How to Apply

Application Cut Off Date: Monday the 14th of April 2025

When you are ready to apply for this placement opportunity, visit the [How to Apply](#) page and refer to Step 1 and Step 2c.

Once you have submitted an application, you will receive a confirmation email. If you are successful in moving to the next stage, you will be notified via email. Please ensure you check your La Trobe email daily for updates regarding the selection process

Thank you for considering a Work Based Learning Placement!