

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Leadership Victoria
Placement Title	Programs and Events Assistant
Placement Location	Hybrid
Address (if onsite)	Multiple program and event sites, and LV office at Level 7, 276 Flinders Street, Melbourne VIC 3000
Primary Supervisor Name	Ezra Eugene
Position Title	Programs and Events Coordination Lead
Host Organisation Website	ezra@leadershipvictoria.org

Host Organisation Background:

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	Terms 4 and 5
Start Date	29/07/2024
End Date	25/10/2024
Days/hours per week	
Hours (total)	200-400
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:

TOURISM, HOSPITALITY AND EVENTS, OTHER DISCIPLINES HAVE PROJECT / EVENT MANAGEMENT SKILLS

Hotel and restaurant business operations, marketing, and assisting with events and campaigns.

MANAGEMENT

Project management, operations management and events.

Key Duties and Responsibilities

Work as a member of the Programs and Events Coordination team to plan, coordinate, and execute Leadership Victoria's events and programs:

- Assist in the administration and logistics of LV's programs, including participant registration, scheduling, and materials preparation.
- Provide support to program facilitators as needed, ensuring a smooth delivery of program sessions and activities.
- Conduct research, gather resources and contribute ideas to enhance program planning and delivery.
- Build and maintain positive relationships with program participants, alumni, volunteers, and partner organisations.

Assist in maintaining accurate records and databases related to program participants, alumni, and event attendees.

Selection Criteria

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.
- 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 is desirable.
- A proactive and collaborative attitude, with a willingness to learn and contribute to a positive team culture.

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	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 at least 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!