

## Work Based Learning (WBL) Placement Description

### Host Details

<b>Host Organisation</b>	Carlton Football Club
<b>Placement Title</b>	People, Culture and Community Assistant
<b>Placement Location</b>	Onsite
<b>Address (if onsite)</b>	IKON Park, 400 Royal Parade, Carlton North VIC 3054
<b>Primary Supervisor Name</b>	Jethro Calma-Holt, Indigenous Liaison
<b>Primary Supervisor Name</b>	Caroline Rudd, People and Culture Manager
<b>Host Organisation Website</b>	<a href="https://www.carltonfc.com.au/">https://www.carltonfc.com.au/</a>

### Host Organisation Background:

The Carlton Football Club is one of Australia's oldest and most prominent sport institutions. Founded in 1864, the Club headquarters and training facilities are located in Carlton at IKON Park, our traditional home ground. Our redevelopment project is nearing completion and we are proud of our state-of-the-art facilities that supports our high performance environment. We are passionate about our contribution to the Community and foster an inclusive and welcoming culture where our values are at the core of who we are and what we do.

The Carlton Football Club is committed to providing a welcoming environment where the safety and wellbeing of all children and young people involved in our programs, services, activities, events, and the broader community, will always be our first priority. All students must hold (or be willing to obtain) a current volunteer Victorian Working With Children Check as part of their internship with the Club.

### Placement Details

<b>Placement Semester/Term</b>	Semester 2
<b>Start Date</b>	29 July
<b>End Date</b>	25 October
<b>Days/hours per week</b>	
<b>Hours (total)</b>	100
<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:

Studying Human Resources or Bachelor of Arts – majors in:

Aboriginal studies

Global Studies

Gender, Sexuality and Diversity Studies

Sociology

Politics

Philosophy

## Key Duties and Responsibilities

This placement opportunity will be as part of the Club's People, Culture and Community Team, with a focus on assisting deliver key deliverables of our current innovate Reconciliation Action Plan (RAP) and Diversity, Inclusion, Equality and Belonging plan (DIEB).

- Attend RAP and DIEB Working Group meetings.
- Assist internal key stakeholders across different departments such as finance, commercial partnerships, consumer, people and culture, community and Digital, marketing and communications with actioning their deliverables.
- Involvement in planning and delivery of AFL and AFLW matchday activities, including attendance where required.
- Assist with projects that improve the Club's connection with First Nations and CALD peoples and cultures.
- Uploading People, Culture and Community information onto the Club Intranet.

In addition to the above, the placement opportunity will offer the student exposure to other elements of People, culture and community where possible in areas such as recruitment & onboarding and learning and development.

Read the latest update on the Reconciliation Action plan from November last year [here](#).

"The Club is pleased to announce it is on track to completing the RAP deliverables for the first year.

Highlights include the procurement of cultural activities, artefacts and products from First Nations people and businesses, with a strong staff interest and high attendance in structured cultural education sessions.

Carlton also consulted with First Nations community members and organisations to assist in the development of a suite of community programs which aim to increase self-determination."

## Selection Criteria

### Desired:

- Interest in sporting field and sporting organisation
- Enjoyment of project work and management
- Demonstrated attention to detail and care for work produced
- Strong IT literacy with the ability to quickly adapt to new systems

## 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>	LTU3IND
<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 1 elective space 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!*