

## Work Based Learning (WBL) Placement Description

### Host Details

<b>Host Organisation</b>	Diversity Council Australia
<b>Placement Title</b>	Events and PM Coordinator
<b>Placement Location</b>	Hybrid
<b>Address (if onsite)</b>	Hub Customs House Level 3, 31 Alfred St SYDNEY NSW 2000
<b>Primary Supervisor Name</b>	Shalani Tharumanathan
<b>Position Title</b>	Project Manager
<b>Host Organisation Website</b>	
<b>Host Organisation Background:</b>	
<p>Diversity Council Australia (DCA) is an independent, not-for-profit, peak body leading diversity and inclusion (D&amp;I) in the workplace. We provide unique research, inspiring events, learning programs, curated resources and expert advice across all diversity dimensions to a community of just under 1400 member organisations.</p> <ul style="list-style-type: none"> <li>Our purpose is to enable more diverse, inclusive and equitable workplaces for a better Australia.</li> <li>Our vision is to create a just and equitable Australian society where people in all their diversity can thrive.</li> </ul>	

### Placement Details

<b>Placement Semester/Term</b>	Term 6 2024 and Term 1 2025
<b>Start Date</b>	November 2024
<b>End Date</b>	February 2025
<b>Days/hours per week</b>	
<b>Hours (total)</b>	200 hours
<b>Placement Type</b>	Paid

*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:**

*Enrolled in a relevant bachelor's degree specialising in Project Management or Business, or suitable qualification for the project*

#### **Key Duties and Responsibilities**

The RISE Events Coordinator will be responsible for the planning, organisation, and execution of an in-person networking and education event to be held in April/May 2025 for the 25 organisations across the RISE Project.

This individual will work closely with the RISE team, RISE consortium and relevant stakeholders to ensure that all event logistics

are handled efficiently and that the event provides a valuable and memorable experience for all attendees.

For more information about the RISE project, please visit [here](#).

**Key Responsibilities:**

1. **Event Planning and Coordination:**
  - Develop detailed event plans, including timelines, schedules, and task lists.
  - Identify and secure event venues that align with the event’s goals and budget.
  - Coordinate with vendors, including caterers, AV suppliers, and decorators, to ensure all event needs are met.
  - Handle event logistics such as registration, attendee tracking, and event flow.
  - Prepare and manage event budgets, ensuring cost-effective execution without compromising on quality.
2. **Networking and Educational Content:**
  - Collaborate with subject matter experts (SME) and speakers to develop an educational agenda that aligns with the event’s objectives.
  - Curate content that fosters meaningful networking opportunities and knowledge sharing among attendees.
  - Assist in the selection and coordination of speakers, panelists, and moderators.
  - Oversee the creation of event materials, such as programs, brochures, and presentations.
3. **Marketing and Promotion:**
  - Work with the relevant communication teams (within DCA and RISE Consortia) to develop and execute an event marketing plan, including social media, email campaigns, and other promotional activities.
  - Create and manage event registration and ensure seamless communication with attendees before, during, and after the event.
  - Develop and implement strategies to drive attendance and engagement.
4. **On-Site Event Management:**
  - Oversee the setup and breakdown of the event, ensuring all logistics are executed according to plan.
  - Manage on-site staff, volunteers, and vendors to ensure the event runs smoothly.
  - Act as the primary point of contact for all event-related inquiries and troubleshooting on the day of the event.
  - Monitor attendee engagement and make real-time adjustments to enhance the event experience.
5. **Post-Event Activities:**
  - Conduct post-event evaluations, including attendee feedback, to assess the event's success and identify areas for improvement.
  - Prepare comprehensive event reports, including financial summaries, attendee statistics, and key takeaways.
  - Maintain and update event documentation for future reference and planning.

**Selection Criteria**

**Essential:**

- First Nations student
- Experience in event planning, preferably with a focus on networking and educational events.
- Strong project management skills with the ability to multitask and manage multiple event components simultaneously.
- Excellent communication and interpersonal skills, with the ability to work effectively with a diverse group of stakeholders.
- Proficiency in event management software and tools (e.g., Eventbrite, Cvent, etc.).
- Ability to work flexible hours, including evenings and weekends, as required by the event schedule.
- Creative problem-solving skills and the ability to adapt quickly to changing circumstances.
- Strong attention to detail and commitment to delivering high-quality events.

**Desired:**

- Experience in budgeting and financial management.
- Knowledge of current trends in event planning and networking strategies.
- Experience in working with corporate sponsors or partners.
- Familiarity with marketing and social media strategies for event promotion.
  
- *If you don't tick every box in this ad, please don't rule yourself out. Research suggests that women and other people in underrepresented groups tend to only apply if they meet every requirement. We focus on hiring people who share our values of inclusion, growth mindset, excellence, fortitude and collaboration, rather than ticking boxes – so if this role resonates with you, please apply.*

**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 (e.g., LTU2PP1, 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: 25 September 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!*