

## Work Based Learning (WBL) Placement Description

### Host Details

<b>Host Organisation</b>	Leadership Victoria
<b>Placement Title</b>	Marketing & Communications Assistant
<b>Placement Location</b>	Hybrid
<b>Address (if onsite)</b>	Multiple program and event sites, and LV office at Level 7, 276 Flinders Street, Melbourne
<b>Primary Supervisor Name</b>	Nkosi Ndlovu
<b>Position Title</b>	Marketing and Communications Lead
<b>Host Organisation Website</b>	<a href="http://www.leadershipvictoria.org">www.leadershipvictoria.org</a>

#### 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

<b>Placement Semester/Term</b>	Summer
<b>Start Date</b>	November 2024
<b>End Date</b>	February 2024
<b>Days/hours per week</b>	Minimum 2 days a week
<b>Hours (total)</b>	200 hours
<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:

Marketing, Communications, Media

**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:

- 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.

Desirable:

- Interest in events and social impact work is a bonus.

**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>	Professional Placement Subjects
<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!*