

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Carlton Football Club
Placement Title	First Nations Program Assistant
Placements being offered	1
Placement Location:	
<input checked="" type="checkbox"/> On-site <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid	
Address (if onsite)	Ikon Park, 400 Royal Parade, Carlton North, VIC 3054
Primary Supervisor Name	Jethro Calma-Holt/Caroline Rudd
Position Title	Indigenous Liaison Lead/People and Culture Manager
Host Organisation Website	https://www.carltonfc.com.au/
Host Organisation Background:	
<p>The Carlton Football Club is one of 18 Clubs in the Australian Football League. The Club's primary activity/business is competing in the AFL's Men's and Women's competitions, which is supported by its Football Operations & Administrative teams.</p> <p>Additionally, the Carlton Football Club currently operates in a partnership with La Trobe University to offer placement opportunities to La Trobe students.</p>	

Placement Details

Placement Semester/Term	Semester 1 2025
Start Date	4 March 2025
End Date	24 May 2025
Days/hours per week	13 Days (1 day per week)
Hours (total)	104 hours
Placement Type	Unpaid
<p><i>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.</i></p>	
<p>Desired Course Discipline/Background: Studying Human Resources Management degree (or similar/associated degree)</p>	
<p>Key Duties and Responsibilities</p> <p>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 First Nations programming.</p>	

- Support key First Nations programs including the Loorende-gat Business and Entrepreneur program
- Support the planning and implementation of AFL Sir Doug Nicholls and AFLW Indigenous Rounds
- Attend RAP Working Group meetings.
- Assist internal key RAP 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 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 and exposure to different Community Programs.

Selection Criteria

Essential:

- Studying Human Resources Management degree (or similar/associated degree)

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 - Vaccination certificate (2 doses)
- None

Work Based Learning (WBL) - Subject Information and Requirements

Subject Code	LTU3IND
Subject Information	LTU3IND Handbook
Subject Prerequisites	<ul style="list-style-type: none"> • Completed 120 credit points of your degree • Have 1 elective space in your course plan

How to Apply

Application cutoff date 3 November 2024

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!