

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Hockey Australia
Placement Title	Events Intern
Placement Location	Onsite
Address (if onsite)	10 Brens Drive, Parkville, VIC
Primary Supervisor Name	Simon Butterly
Position Title	Chief Events Officer
Host Organisation Website	https://www.hockey.org.au

Host Organisation Background:

Hockey Australia is the National Sporting Organisation (NSO) for field hockey in Australia. We exist to provide Australians with the opportunity to participate in hockey from recreational junior levels through to elite senior competition, including the Olympic & Commonwealth Games. We have 6 departments through which we achieve our goals: Business Operations (finance, integrity, HR, diversity & inclusion, etc.); Growth (junior participation); Events (managing and organising hockey competitions); Digital & Communications (marketing, content, photography, graphic design, etc.); Revenue (sourcing partnerships and sponsors); and High Performance (athlete training, coaching, and related administration)

Placement Details

Placement Semester/Term	Summer 2024 - 2025
Start Date	November 2024
End Date	February 2025
Days/hours per week	2 days a week, 7.5 hrs per day
Hours (total)	200 hours
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:

Studying an Undergraduate Degree in Sport Management, Event Management, or other relevant degree.

Key Duties and Responsibilities

Event Operations and Administration:

- Support the Events team with operational and administrative tasks to execute the planning and delivery of HA events.
- Under direction from Events team, prepare events within competition management systems (i.e. Altius and revolutioniseSPORT).
- Maintain participant database including all integrity requirements for each event.
- Undertake data entry to maintain accurate records of competition documentation (e.g. competition results, medical incidents, code of conduct incidents, award winners, etc).
- Administration of competition elements of events including generation of competition and training schedules, updating event regulations/event handbooks/event information/event policies, data entry relating to event integrity, and updating event plans.
- Assist with packing and preparation of equipment required for events.
- Support with administration of post-event surveys.

Data Analysis

- Support the Events and Growth teams to develop event, program and tour surveys.
- Analyse survey data and develop reports that outline key trends, data and insights to influence future decision making.
- Engage with National Committees to refine data collection points.

Other:

- Represent HA and the sport of Hockey appropriately at all times on all platforms.
- Other tasks as reasonably directed by your Manager.

Selection Criteria**Essential:**

- *Strong understanding of sport competition requirements*
- *Highly self-motivated with an intrinsic desire to strive for excellence; shows initiative and wants to keep raising the bar and exceed expectations in a dynamic environment*
- *Very strong attention to detail*
- *Excellent written, verbal and interpersonal communication skills gained from previous work experience or community involvement.*
- *Team focused with an ability to work independently*
- *Able to build and maintain collaborative relationships with staff members across all departments*

Desired:

Previous experience working in events management, especially in the sporting space.

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	Professional Placement Subjects
Subject Information	
Subject Prerequisites	<ul style="list-style-type: none"> • Completed 120 credit points of your degree • Have 2 elective spaces in your course plan

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!