

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Big Group Hug
Placement Title	Events Officer
Placement Location	Hybrid
Address (if onsite)	12/337 Settlement Rd Thomastown
Primary Supervisor Name	Maria Quigley
Position Title	Manager Fundraising & Communications
Host Organisation Website	biggrouphug.org

Host Organisation Background:

Big Group Hug provides critical material aid for children, from newborns to 16 years of age, in Victoria who are experiencing the effects of poverty and disadvantage, alleviating financial burden for families and freeing limited funds for their food, bills and safe housing.

Our assistance comes in the form of age-appropriate Hug Packs, inclusive of new and pre-loved clothing, books and toys, toiletry packages, and cleaned and safety checked equipment for newborns such as car seats, cots, highchairs and prams, as well as formula, nappies and baby wipes.

In FY23, BGH supported over 6000 Melbourne children (+41% versus FY22), delivering 120,000+ material aid items, while diverting 103 tons of usable textiles and children's items from landfill.

We assist families in a variety of situations including those on low incomes, seeking asylum or refuge, family conflict, high-needs children, foster children, kinship care and homelessness.

Over nine years, our service has grown to become a significant and vital part of the community response to these social issues and is heavily relied upon by 1,200 caseworkers across 142 agencies large and small, including charities such as Anglicare, Berry Street, Metropolitan Melbourne hospitals, women shelters and Maternal Child Health Networks. The service is completely free of charge.

Placement Details

Placement Semester/Term	Term 6 2024
Start Date	November 2024
End Date	December 2024
Days/hours per week	N/A
Hours (total)	100 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:

Bachelor of Business or Commerce, majors in Marketing, Events or similar

Key Duties and Responsibilities

Events officer

- Assist in curation of an Auction and Raffle prospective donor list
- Approach and follow up with potential auction and raffle donors using templates provided

- Project manage the execution of various invite-only fundraising and networking events, working with support of an in-house marketing team, includes stage management, RSVP management, room design, setting plans (if applicable) run sheet and speech note planning.
- Add your flair to make our events memorable and impactful

Selection Criteria

Essential:

- Good verbal and written communication skills
- Expertise in computer software programs including Word, Excel, PowerPoint
- Good time management and prioritisation skills

Desired:

- Experience with event RSVP/ticketing platforms (e.g. Eventbrite)
- Experience with online raffle/auction platforms
- Experience with design software. i.e. Canva
- Own device i.e laptop

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	LTU3IND
Subject Information	
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 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!