

COMMONWEALTH GAMES AUSTRALIA – CGF EQUIP INTERNSHIP PROGRAM 2025

POSITION DESCRIPTION

INTERNSHIP ORGANISATION:	
POSITION TITLE:	Tertiary Student Intern – Commonwealth Games Federation (CGF) eqUIP Program
INTERNSHIP LOCATION:	Commonwealth Games Australia Office Level 2/180 Albert Road, South Melbourne 3205
INTERNSHIP PERIOD:	Up to 8-month placement of up to 15-hours per week. Commencing February 2025, to be completed before December 2024.
CGF eqUIP PROGRAM OVERVIEW	<p>The Commonwealth Games Federation (CGF) eqUIP program is a Commonwealth Youth Leadership Program established in 2014. The program has successfully placed 100 interns in 25 Commonwealth Games Associations across five regions globally and for the third time is available to Commonwealth Games Australia (CGA) as part of the Oceania region. This will be Commonwealth Games Australia’s (CGA) fourth year involved in the program.</p> <p>The primary objective of eqUIP is to offer young people living within the Commonwealth a skills and educational work experience program that empowers them as emerging leaders to become self-reliant and make a positive contribution to their communities through sport.</p>
CGA ORGANISATIONAL BACKGROUND:	Commonwealth Games Australia (CGA) is a member-based organisation that represents the sports participating in Commonwealth Games. The CGA exists to administer, control and coordinate the participation of program sports, their respective athletes and officials in the Commonwealth Games. CGA are committed to accurately identifying the specific needs of members, partners, and stakeholders and to developing/delivering systems, programs and support designed specifically to meet these needs.

<p>INTERNSHIP POSITION/S OVERVIEW</p>	<p>This internship placement will be managed by CGA and aims to provide an opportunity for the student to transition from university studies into a professional working environment. Students who participate in this program will be encouraged to apply the theory they have learnt at university to real life examples, gain industry insights, and develop both personal and professional skills.</p> <p>This internship presents a rare opportunity to actively collaborate on some of CGA's projects that contribute to execution of our strategic plan. This may include working across the following disciplines:</p> <ul style="list-style-type: none"> • Team Performance, Planning and Operations • Marketing and Communications • Community Engagement • People and Culture • Environment, Sustainability, Governance • Diversity, Equity, and Inclusion • Finance and Risk Mitigation
<p>INTERNSHIP SELECTION CRITERIA:</p>	<p>Applicants must possess the following and are required to address the following in their application.</p> <ul style="list-style-type: none"> • aged under 30 years and completing full-time tertiary education, • eligibility and rights to work in Australia, • possess a current Australian Passport with 6-month validity and be available for international travel in early 2025, • be undertaking a degree related to business, marketing, communications, event or sport management, • an interest in the Commonwealth Games, its athletes, and its impact on our Australian community, • an interest in the delivery and management of sport performance, events, and project planning, • an interest in understanding the high-performance sports framework within our member sports and CGA's contribution to this framework.

RENUMERATION:	<p>The remuneration will be reflective of a Casual – Clerical and administrative – Grade 1 hourly rate in the Sporting Organisations Award. The applicant will be required to work up to 15 hours per week which can be fitted around university commitments. The internship will run for up to 8 months commencing in early February 2025 and must be completed before December 2025.</p>
INTERNSHIP APPLICATION PROCESS:	<p>Please forward the below to recruitment@commonwealthgames.com.au by Friday 22 November 2024, 5pm.</p> <ul style="list-style-type: none"> • Current CV • Cover letter addressing selection criteria (1–page limit) • Tell us in a 1-minute video why the Commonwealth Games is a critical event on the Australian High Performance sporting calendar. <p>Please submit documents as one PDF.</p>
PRIVACY STATEMENT	<p><i>By participating in a recruitment process with Commonwealth Games Australia Limited ACN 629 915 448 (CGA, we, our, us) or registering your interest in working for us, we will collect your personal information.</i></p> <p><i>The types of information we collect generally includes the information provided in your resume and/or cover letter or otherwise provided with your job application and includes your name, contact details, employment history and may include any relevant health information disclosed by you.</i></p> <p><i>We collect, use, disclose and otherwise handle your personal information to assess your application, contact you regarding other positions, for purposes relating to your engagement with us (if your application is successful), for our related administrative purposes and as otherwise permitted by privacy laws.</i></p> <p><i>In some cases, we are required or authorised by law to collect certain personal information, including by the Fair Work Act 2009 (Cth), Superannuation Guarantee (Administration) Act 1992 (Cth), Taxation Administration Act 1953 (Cth) and work health and safety legislation.</i></p> <p><i>We may exchange your personal information with other third parties as permitted by privacy laws, such as your academic institutions, recruiters, screening check providers, professional and trade associations, law enforcement agencies, referees and your current and previous employers.</i></p> <p><i>If your application is unsuccessful, we may continue to retain your personal information for up to two years from your last application with us, and during this period we may contact you if another role arises, unless you ask us not to.</i></p>

	<p>If your application is successful, this information will form part of your personnel record.</p> <p>If you do not provide us with the personal information that we request, we may be unable to accept your application or otherwise effectively manage your employment or engagement with us.</p> <p>Our Privacy Policy (located online at http://www.commonwealthgames.com.au) further explains how we handle personal information, including how to seek access to or correction of your personal information, and how to complain if you believe we have breached our privacy obligations. However, please note that some aspects of our Privacy Policy and our obligations to respond to access and correction requests might not apply to your personnel record.</p> <p>You can also contact our Privacy Officer for further information by emailing enquiries@commonwealthgames.com.au, or writing to Privacy Officer, Commonwealth Games Australia Limited, PO Box 586, South Melbourne, Victoria 3205.</p> <p>Nothing in this collection statement restricts CGA's ability to handle personal information in a manner otherwise consistent with the privacy laws (including, for example, CGA's ability to rely on exemptions and exceptions relating to personnel records and the sharing of personal information within CGA).</p>
<p>DIVERSITY AND INCLUSION</p>	<p>Commonwealth Games Australia values our history of diversity through the promotion of our values of inclusion and respect.</p> <p>Regardless of gender, sexual orientation, cultural background, ethnicity, location or life stage, every person should be treated with respect and dignity and protected from discrimination, harassment and abuse.</p> <p>We recognise that people feel safe, enjoy themselves and perform at their best when they are treated fairly, so we are committed to providing environments that are free from all forms of discrimination and harassment and remove all barriers or disadvantages.</p> <p>We seek to be 'Greater Together' as we connect with and positively contribute to Australian communities through sport.</p> <p>We live diversity, inclusiveness and the broadest possible definition of team. And we live this through our actions and our voice.</p>