

POSITION DESCRIPTION: Project Specialist

The Operating Environment	
Active Education Australia / ACHPER Victoria	<p>The purpose of Active Education Australia / ACHPER Victoria is to enable all people to lead active and healthy lives. Our foundation is built on the enhancement, support and advocacy for highest quality health and physical education (HPE) across Australia, and from this base we have broadened to embedding physical activity into schools as well as connecting education, health and sport together better.</p> <p>Active Education Australia / ACHPER Victoria has commenced operating nationally, ensuring its services and resources are accessible to end users nationwide.</p> <p>Active Education Australia / ACHPER Victoria provides evidence-based, informed consulting services and programs to a range of government, sports, education-focussed and sport industry organisations. These services are provided in parallel with our traditional delivery of high quality, relevant, and accessible professional learning to encourage optimal teacher and student outcomes in health, physical education and physical activity.</p>
Active Education Australia / ACHPER Victoria culture	<p>Active Education Australia / ACHPER Victoria values integrity, respect, excellence, and inclusivity, and strives to create an environment of collaboration and safety so all staff can fully belong, perform with excellence, and seek innovation and improvement.</p>
Team Overview	<p>Active Education Australia / ACHPER Victoria's organisation structure has three key pillars:</p> <ol style="list-style-type: none"> 1. Products and services 2. Consulting 3. Business operations <p>The purpose of the Consulting pillar is to lead, develop and grow Active Education Australia / ACHPER Victoria nationally as the leaders linking education with sport, physical activity and recreation around Australia.</p>
Position purpose	<p>Active Education Australia / ACHPER Victoria has developed a Coach Education framework for implementation throughout Australia. The framework has been developed to enhance the quality of coaching delivery within sports by enhancing the educative capability of coaches.</p>

Position Description	
Position Title	Project Specialist
Type of Employment	Part time 0.4 FTE This employment opportunity will be on a fixed term contract until 30 June 2027. The contract aligns with a grant which completes on 30 June 2027.
Location	Role allows for combination of office and home-based work. Active Education Australia / ACHPER Victoria's office is located at La Trobe Sports Stadium, La Trobe University, Bundoora.
Reporting line for position	Position reports to Project Manager - Consulting
Salary range for the role	Salary for this 0.4 FTE role is \$43,000 plus superannuation
Who this role is for	The Coach Education framework is exclusive to Active Education Australia / ACHPER Victoria and has been developed in response to an identified need to lift the quality of athlete learning across sport. The framework lifts the educative capability of coaches to enhance the effectiveness of traditional coaching delivery. The role is ideal for someone with project coordination or program support in education, sport, training or NFP organisations who has the flexibility and opportunity within their work structure to take on additional hours equivalent to 2 days per week.
Key Accountabilities	
Program delivery & coordination	<ul style="list-style-type: none"> Coordinate and support delivery of the eLearning program, mentoring, and workshops Provide 1:1 support to SSAs to build workforce capability and improve school connections Contribute to the evolution of AEA's coach education for sustainable school and sport impact
Stakeholder Engagement & Communication	<ul style="list-style-type: none"> Liaise with SSAs, coaches, schools, and partners to ensure smooth engagement and delivery Facilitate mentoring sessions and host community of practice opportunities Support participant onboarding, updates, and outreach materials
Quality Administration & Evaluation	<ul style="list-style-type: none"> Manage logistics, records, and data tracking for training and events Assist with surveys, content updates, and compliance with AEA's quality and inclusion standards

Skills and Experience

Experience required / selection criteria

- Experience in project coordination or program support (education, sport, training or NFP sector preferred)
- Excellent communication and relationship-building skills
- Strong organisational and administrative ability, including digital tools (e.g. LMS, spreadsheets, scheduling)
- Confidence facilitating small group sessions or virtual meetings
- Understanding of inclusive practices and interest in community sport or education

Experience desirable

- Experience working with coaches, teachers or volunteers in community or education settings
- Familiarity with mentoring or professional learning frameworks
- Knowledge of quality assurance processes for learning content
- Ability to use Articulate 360 (or similar eLearning design software) to support content development and updates

APPLICATION PROCESS:

To apply for this position please provide:

- A cover letter (no more than 1 page) addressed to **Jodie Spedding, Project Manager - Consulting**
 - Please include an indication of your availability to commence in the role if successful.
- Your Resume (no more than 4 pages).
- A response to the selection criteria (no more than 2 pages).

Applications close: Friday 1 August 2025

Confidential discussions prior to application are welcomed. All applications, enquiries or discussions can be directed to Jodie Spedding (Project Manager) on 0418 875 704 or **consulting@achper.vic.edu.au**

We require all applicants to undergo background checks and screening prior to or during any appointment. Active Education Australia / ACHPER Victoria's Child Safe Statement of Commitment can be found at <https://activeeducationaustralia.edu.au/policies/>

Active Education Australia / ACHPER Victoria values diversity and inclusion in all forms - gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.

Applicants requiring adjustments can contact the nominated contact person.