

Physical Activity Advisor – Active Schools Expert Support Service	
The Operating Environment	
ACHPER Victoria / Active Education Australia	<p>The purpose of ACHPER Victoria / Active Education Australia 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>ACHPER Victoria is contracted by the Victorian Department of Education (DE) to provide the Active Schools Expert Support Service under the terms of the Active Schools initiative.</p>
ACHPER Victoria culture	<p>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>The Active Schools Expert Support Service (ASESS) is a specialist team employed by ACHPER Victoria to meet its obligations to the Victorian Department of Education (DE) Active Schools initiative.</p> <p>The ASESS is an initiative of the Victorian Department of Education (DE). ACHPER Victoria have been contracted to deliver the project in collaboration with DE. The program objectives are to support Government Schools throughout Victoria to implement the Active Schools Framework, with an emphasis on servicing funded schools.</p> <p>The specialist team comprises two key areas:</p> <ul style="list-style-type: none"> • Expert Support Service Staff (Physical Activity Advisors x 12 FTE) • Project Support Staff (3.6 x FTE) <p>The Physical Activity Advisors (PAAs) play a critical role in facilitating the implementation of the Active Schools framework within each school.</p>
Position purpose	<p>The purpose of this role is to be a change agent; to lead and enable sustainable, inclusive physical activity outcomes in schools by supporting the effective implementation of the Active Schools Framework.</p> <p>Through expert guidance, tailored professional learning, and strategic collaboration, Physical Activity Advisors build the capacity of school staff and leadership to embed whole-school approaches that align with school priorities and promote long-term cultural change. This role is central to ensuring the Active Schools program delivers measurable, system-aligned outcomes across all funded schools.</p>

Position Description	
Position title	Physical Activity Advisor (PAA) – Active Schools Expert Support Service.
Type of employment	<p>1.0 FTE position in the Department of Education’s North-East region.</p> <p>The position is for a fixed term contract position to December 31, 2025. There is potential for flexibility of start date based on notice period constraints.</p> <p>Please note, DE will shortly commence a procurement process to determine the Expert Support Service contractor for the next 18 – 24 months with the new contract due to commence on 1 January 2026. ACHPER Victoria will be submitting a tender to the procurement process.</p>
Location	Role allows for combination of office and home-based work. ACHPER Victoria’s office is located at La Trobe Sports Stadium, La Trobe University, Bundoora.
Reporting line for position	Position reports to the Development Manager – Active Schools Expert Support Service.
Positions reporting to this role	Nil
Salary range for the role (FTE)	Full time equivalent for the PAA role is \$112,000 plus statutory superannuation.
Who this role is for	<p>ACHPER Victoria requires an experienced educator to support, guide and facilitate change in government Primary, Secondary and Specialist schools as a Physical Activity Advisor (PAA) for the Active Schools Expert Support Service.</p> <p>PAA’s will support schools across metropolitan, regional and rural areas, therefore travel is expected. Applications are welcomed from candidates based in any of these areas.</p> <p>Successful applicants are required to meet face to face with ACHPER Victoria staff in various locations across Victoria and attend all internal Planning Days.</p>

Key Accountabilities	
Supporting project capacity	<ul style="list-style-type: none"> Regular attendance and participation at knowledge share, planning and development meetings Enhance personal and professional expertise through engagement in the scheduled Professional Development Process. Complete designated tasks that support the work of the ASESS.
Supporting Active Schools	<ul style="list-style-type: none"> Provide individualised planning, mentoring and support to schools that have received Active Schools funding to develop and implement sustainable strategies in one or more of the Key Priority Areas within the Active Schools Framework. Development of tailored resources to support the implementation of the Active Schools framework. Implement bespoke professional learning and networking activities that build the capacity of schools and teachers to increase physical activity. Empower schools to undertake regular and effective stakeholder engagement with the purpose of enhancing student physical activity beyond the school gate.
Project Compliance Tasks	<ul style="list-style-type: none"> Record relevant school data for compliance and reporting purposes Complete all mandatory internal administrative requirements Adherence to all ACHPER Victoria policies and procedures

Skills and Experience
Qualifications required
<ul style="list-style-type: none"> Tertiary qualifications (graduate or post-graduate) in education or related field. Current registered teacher with the Victorian Institute of Teaching (VIT). Current Driver's License.
Key Selection Criteria
<ul style="list-style-type: none"> Demonstrated experience acting as a change agent in a Victorian government school, leading or supporting whole-school or cross-curricular improvement with a focus on sustainability, capacity building and staff engagement. Proven ability to collaborate with sporting, recreation and community organisations to enhance school-based and community-linked physical activity opportunities. Experience designing and delivering professional learning or peer support that builds capacity in physical activity, sport or health education. Demonstrated ability to build respectful, trust-based relationships with school staff and stakeholders to support meaningful and sustained engagement. Demonstrated ability to manage responsibilities autonomously while contributing to a high-performing, collaborative team environment.
Experience desired
<ul style="list-style-type: none"> Recent experience (within the last 5 years) teaching physical, health and/or sport education in a Primary, Secondary, or Specialist school setting within the Victorian Department of Education. Experience engaging with other schools, networks, community, and sporting organisations to develop and promote movement opportunities for students. Familiarity with the Office 365 suite (including Word, Excel, Teams, PowerPoint etc), online meeting and networking platforms and project management software.

Application process

To apply for this position please email the information below to activeschools@achper.vic.edu.au

- A cover letter (no more than 1 page) addressed to **Drew Mitchell, Senior Project Manager**
 - 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 3 pages).

Applications close: Monday 25 August 2025

Confidential discussions prior to application are welcomed. All applications, enquiries or discussions can be directed to Drew Mitchell (Senior Project Manager) on 0413 243 813 or activeschools@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.

Key dates

- Application close Monday 25 August 2025.
- *Expected* interview dates of shortlisted candidates September 1 – 5 2025.
- Contracted position to December 31, 2025.