



Physical Activity Advisor – Active Schools Expert Support Service

The Operating Environment

Active Education Australia	<p>Active Education Australia is the leading professional association representing teachers and other professionals working in the fields of health, physical education, recreation and sport. We are a member based, not-for-profit organisation with a significant profile.</p>
	<p>Active Education Australia’s purpose is to enable all people to lead active and healthy lives.</p> <p>Active Education Australia prides itself on the delivery of high quality, relevant, and accessible professional learning to encourage optimal teacher and student outcomes in health and physical education.</p>
Active Education Australia culture	<p>Active Education Australia 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 Active Education Australia 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). Active Education Australia 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 (2.8 FTE)
Position purpose	<p>The Physical Activity Advisors (PAAs) play a critical role in facilitating the implementation of the Active Schools framework within each school.</p> <p>The purpose of this role is to be a change agent; to lead, enable and embed 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	1.0 FTE position for a fixed term contract position through to 31 December 2028.
Location	Role allows for combination of office and home-based work. Active Education Australia’s office is located at La Trobe Sports Stadium, La Trobe University, Bundoora.
Reporting line for position	Position reports to the Operations Manager – Active Schools Expert Support Service.
Salary range for the role	\$117,000 plus superannuation
Positions reporting to this role	Nil
Who this role is for	Active Education Australia 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.

PAs will support schools across metropolitan, regional and rural areas, therefore travel is expected. Applications are welcomed from candidates based in any of these areas.

Successful applicants are required to meet face to face with Active Education Australia staff in various locations across Victoria and attend all internal Planning Days.

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.
Supporting Active Schools	<ul style="list-style-type: none"> • Complete designated tasks that support the work of the ASESS. • 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 Accountabilities	<ul style="list-style-type: none"> • Use shared tools and systems to record school engagement, track progress and inform ongoing support and system-level insights. • Complete all mandatory internal administrative requirements • Adherence to all Active Education Australia policies and procedures



Skills and Experience

Essential requirements

- Tertiary qualifications (graduate or post-graduate) in education or related field.
- Current registered teacher with the Victorian Institute of Teaching (VIT).
- Current Driver's Licence and access to a reliable, registered vehicle.

Key Selection Criteria

- 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

- 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 provide:

- A cover letter (no more than 1 page) addressed to **Drew Mitchell, Project Director**
 - Please include an indication of your availability to commence in the role if successful.
- Your Resume (no more than 4 pages).

Please note, we will commence screening and interviewing for this role prior to the application closing date. If you are intending to apply, we encourage you to do so as rapidly as possible.

We reserve the right to close the application process as soon as sufficient applications of the appropriate merit are received.

Applications close: Friday 15 May 2026 and must be emailed to

drew.mitchell@activeeducationaustralia.edu.au

Confidential discussions prior to application are welcomed. All applications, enquiries or discussions can be directed to **Drew Mitchell (Project Director)** at

drew.mitchell@activeeducationaustralia.edu.au

Active Education Australia 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.

We require all applicants to undergo background checks and screening prior to or during any appointment. Active Education Australia's Child Safe Statement of Commitment can be found at

<https://activeeducationaustralia.edu.au/child-safe-statement-of-commitment/>