

Position Description

Position title:	Education Project Coordinator
Division:	Education
Location:	National Office Hybrid
Reports to:	Manager, Education Projects and Governance
EFT:	Permanent, Full time
Approved by:	CEO August 2025

About us

The Australian Physiotherapy Association (APA) is the peak body representing the interests of more than 35,000 physiotherapists in Australia. It does so by advocating for access to quality physiotherapy services, providing leadership in the wider health landscape, creating lifelong information and learning opportunities for members, and working with stakeholders to support members' interests.

The Australian College of Physiotherapists (ACP) plays an integral role within the Australian Physiotherapy Association (APA), advancing expert practice across the profession. The ACP champions professional excellence, providing credentials through Titling and Specialisation. ACP is a collegiate, future-focused community that champions lifelong learning, leadership, and innovation in physiotherapy.

The APA is proud to have a great working culture that it is underpinned by our core values:

- Accountability
- Excellence
- Collaboration
- Courage
- Respect

About the role

The Australian Physiotherapy Association (APA) deliver comprehensive, flexible and globally recognised education opportunities, supporting physiotherapists in achieving clinical excellence and advancing their careers.

The Education Project Coordinator plays a key role in delivering education initiatives that build capability across the physiotherapy profession and support the strategic direction of APA's education portfolio.

Sitting within the Education Projects and Governance team, the role supports the coordination and implementation of high-impact education projects that respond to workforce needs, regulatory expectations, and member learning priorities. It blends project coordination with educational design expertise - supporting the development of frameworks, tools, and resources that are evidence-informed, practical, and relevant across all career stages.

The role works closely with the Education Project and Governance team and broader education teams, collaborating with subject matter experts, members, and stakeholders to ensure education outputs are well designed, aligned with strategic goals, and effectively implemented.

Key Responsibilities

Project Delivery and Implementation

- Develop project documentation including briefs, workplans, reports, and progress updates.
- Coordinate project timelines, tasks, and deliverables to support the successful implementation of education initiatives.
- Progress project deliverables against key milestones, identifying risks, delays and escalate them as required.
- Maintain risk registers, track identified risks and support the implementation of mitigation strategies.
- Track and implement project change management processes and documentations.
- Collaborate with the Education Project team and other stakeholders to ensure project outputs are delivered on time and aligned with scope.
- Support stakeholder engagement and co-design processes, including meeting coordination, follow-up, and documentation.
- Coordinate project communication activities, ensuring timely and effective distribution of project updates to stakeholders.

- Assist in the development and implementation of evaluation tools to measure project outcomes, impact, and stakeholder satisfaction.
- Support project closure activities, including final reporting, documentation handover, and coordination of lessons learned processes.

Stakeholder Collaboration

- Prioritise collaboration with APA members and subject matter experts to ensure education initiatives are grounded in real-world practice and professional need.
- Take a co-design approach to education development, working alongside members, advisory groups, and stakeholders to shape meaningful and relevant learning experiences.
- Contribute to and support the work of education-related working groups, including preparing materials, capturing actions, and helping to progress agreed outcomes.
- Build strong working relationships across APA teams to ensure alignment between education design, delivery systems, and communication plans.
- Work collaboratively with governance, digital learning, and professional development teams to support integrated and consistent implementation.

Operational and Documentation Support

- Maintain clear documentation and version control of education frameworks, project outputs, and resource content.
- Assist with preparing communications, FAQs, and internal briefings to support the adoption of new initiatives.
- Ensure education materials and documentation align with APA's quality, branding, and governance standards.

Reporting relationships

This role reports to the Manager Education Projects and Governance.

Other key (non-reporting) relationships

Key relationships include:

- Education Project Lead
- Committee Coordinator
- GM Education
- Senior Academic Advisory
- Learning & Innovation and Training & Assessment teams
- Internal APA teams (e.g., Marketing, Communications, Finance)
- Education Committees and Working Groups
- APA National Groups, Entities and Branches

- Regulatory bodies including the Australian Physiotherapy Council
- Universities and other higher education institutions
- The Australian College of Physiotherapists (ACP) Council and Standing Committees
- External education providers, subject matter experts, and sector partners

About you and selection criteria

Essential

- Experience in education development, training delivery, or education project implementation in a professional, tertiary, or health-related setting.
- Strong project coordination and organisational skills, with the ability to manage multiple priorities and deliver outcomes within agreed timeframes.
- Demonstrated understanding of adult learning principles and education design approaches, including the ability to contribute to the development of frameworks, tools, or resources.
- Excellent written and verbal communication skills, including experience preparing documentation for diverse audiences (e.g. stakeholders, members, working groups).
- Strong interpersonal skills and a collaborative mindset, with the ability to build trusted relationships with members, subject matter experts, and internal teams.
- Experience contributing to co-design processes and working effectively with member-led or stakeholder groups.
- High attention to detail and a commitment to quality in both content development and project coordination.
- Proficiency in Microsoft Office and familiarity with digital platforms for project collaboration or learning resource development.

Desirable

- Understanding of the allied health or professional education landscape, including credentialing, and CPD.
- Experience working in a member-based, education, or health organisation.