

Position Description

Position title:	Professional Development Co-ordinator Victoria
Division:	Member Experience
Location:	Hybrid Camberwell and work from home
Reports to:	Branch Manager Vic/Tas
Approved by:	General Manager, Member Experience
Date approved:	February 2026
FTE:	Part time 0.8 FTE

About us

With over 33,000 members, the Australian Physiotherapy Association (APA) is the peak body representing the interests of Australian physiotherapists and their patients. We are committed to professional excellence and career success for our members, which translates into better patient outcomes and improved health conditions for all Australians.

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

Accountability | Excellence | Collaboration | Courage | Respect

The APA has been recognised for its excellence, winning the Association of the Year Award (2022) and named a HRD 5-Star Employer of Choice (2022–2024). We pride ourselves on fostering a positive, inclusive, and high-performing work environment.

The APA provides a variety of employee benefits:

- Hybrid working environment
- Three additional gifted days of leave at the end of the year
- Birthday leave
- A dedicated mental health leave day
- Access to discounts and savings through a range of corporate partner programs.
- Ongoing professional development and learning opportunities.
- Access to Employee Assistance Programs
- ...and much more.

About the role

The role is responsible for:

- Operationalising the approved professional development (PD) products that form the APA PD calendar
- Coordinating and supporting state-based events such as breakfasts, symposiums, dinners, awards, career connect and university visits.
- Providing logistical and administrative support for branch committees and meetings
- Contributing to Branch operations that deliver on strategic vision and direction as outlined in the APA Strategic Plan and Branch Blueprints.

Reporting Relationships

This role reports to the Branch Manager, VIC/TAS for Branch operational direction to ensure the day-to-day success of the Branch is achieved while delivering on the strategic plan.

Other Key Relationships (non-reporting)

- Senior Manager, National Entity Operations and General Manager, Member Experience for overall strategic direction
- Manager, Professional Development Operations for PD workload distribution to ensure PD delivery is in line with national plans and expectation
- Professional Development Coordinators to facilitate workload and duties associated with the delivery of the national PD calendar and the Victorian and Tasmanian Branch events calendar
- General Manager, Education, and team to assist with implementing the process of event design to event delivery
- Project leads and teams within the Member Experience and Education Divisions to ensure PD and event delivery objectives are met
- External stakeholders including Branch Council, National Group committees, course authors, presenters, convenors, APA partners, universities, suppliers, vendors. These relationships exist to ensure the APA offer is customer-focused and that the profession's needs are met
- Finance team in relation to reporting PD and event delivery financial performance
- Marketing team to ensure PD, event promotion, member recruitment and University engagement contains accurate and up to date content

Key Responsibilities

- Contribute to the planning and efficient end-to-end logistical coordination and delivery of the APA's PD and Branch member engagement events calendar
- Assist in the development and monitoring of accurate course and event budgets
- Set up and pack down venues for PD delivery and Branch events
- Provide administrative support and general office duties including member queries that contribute to the efficient operation of the Branch Office as instructed by the Branch Manager
- Assist in the supply of content regarding professional development and events for Branch reporting and member communication
- Participate in the delivery of member and consumer engagement events as instructed by the Branch Manager, Manager, National Entity Operations or General Manager, Member Experience
- To actively promote membership through retention and acquisition programs.
- Be responsible for providing pivotal liaison contact between the Branch and the Membership team to facilitate the effective delivery of the national membership recruitment campaign
- Contribute to the development and implementation of online member engagement strategies
- Enter data in our internal databases in a timely manner that is accurate, and in line with APA guidelines.

About you/Selection criteria

- Previous experience in a member organisation, learning and development or event coordination role
- Forward thinking with highly developed written and verbal communication
- Effective organisation and interpersonal skills with the ability to be agile and collaborative
- Knowledge and experience in stakeholder engagement and managing expectations
- Ability to work as part of a team to deliver on projects with competing priorities and tight deadlines
- Good computer skills and proficient in all elements of the Microsoft Office Suite and Zoom
- Experience with online event delivery platforms would be advantageous
- High degree of professionalism and commitment to customer service excellence

- Team focused attitude and ability to work with on the ground and virtual teams
- Demonstrated physical capability to perform manual handling tasks such as lifting, bending, pushing, pulling and prolonged standing. Reasonable adjustments will be considered to support candidates with differing abilities
- A valid Australian driver's licence with access to a car is highly desirable.

Special requirements

- Due to the nature of this role and its focus on PD and event logistics, the required workdays are Monday, Tuesday, Thursday and Friday. Flexibility for reduced hours across five days may be considered
- The APA's standard hybrid working arrangement is two days in the office and three days working from home; for this role, one of the in-office days is Tuesday
- There may be occasions where you will be required to participate in meetings and events or be contacted regarding PD and events outside of normal business hours. Time in Lieu for these events will be accrued in line with APA's policy regarding Hours of Work
- This role may also include local or interstate travel
- All employees are required to demonstrate behaviours that are in line with the APA's values and Customer Service Charter when interacting with internal and external stakeholders at all times.