

TO: ALL MEMBER BODIES
DATE: 15/7/26
RE: NATIONAL SPORT ADVISOR 2026-2028 (inclusive) for Track & Field and Baseball (2027 to 2029 (inclusive)).

Member bodies are invited to nominate a teacher from their State / Territory for each sport who wishes to be considered for the above position. I actively encourage the member bodies to circulate the advertisement as widely as possible including schools within your jurisdictions.

A copy of the National Sport Advisor's Duties and Roles and Responsibilities is attached for the information of prospective applicants.

It should be noted that nominations are accepted on the understanding that endorsement by the School Sport Australia member body and approval by their School Principal / Manager implies an obligation to provide appropriate leave for the successful applicant to attend the School Sport Australia annual conference and the relevant Championship. It is noted that member bodies will be reimbursed by School Sport Australia for Teacher Relief expenses incurred by the member bodies for a National Sport Advisor to attend the conference and the Championship.

HOW TO APPLY

Complete the attached nomination forms and submit together with your Curriculum Vitae, responses to the Key Selection Criteria (maximum 2 additional pages) and relevant documents.

Two referees must be nominated on the accompanying nomination form.

Attach the following documents:

- Current Curriculum Vitae
- Current Teacher Registration Certificate/Card (for Teacher applicants)
- Current Working with Children Check/Blue Card (or equivalent)

Applications to be emailed to ***the candidate's Member Body CEO / Unit Manager / Team Leader***.

Applications close: Friday August 14th 2026

OTHER RELEVANT INFORMATION

All National Sport Advisor Applications from member bodies require their School Sport Unit management/governance endorsement.

Nominations for the above vacancy, endorsed by the respective School Sport Australia member body and where applicable, the applicant's School Principal (or Manager in the case of office-based personnel) **MUST** be on the required application form and forwarded to the School Sport Australia office with all relevant attachments **by the Member Body**.

CONTACT

Further information about the positions is available from the SSA Executive Officer on 0437 832096.

1.SELECTION PROCESS	
This application will be used as part of a two-part selection process, if necessary;	
PART ONE:	If more than one suitable applicant is received for a sport, the member body shall determine their most suitable applicant. Note: Member bodies may add extra criteria in order to assist them to make a choice between two applicants
PART TWO:	Within seven (7) days of the closing date, applications from the preferred member body candidate for each position will be forwarded to the School Sport Australia office to form part of the merit selection process conducted by the SSA appointed panel and endorsed by the SSA Board.

2.KEY SELECTION CRITERIA
2.1. Demonstrated understanding of the values that underpin School Sport Australia Championships, the role of the National Sport Advisor in improving the quality of School Sport Australia Championships and experience at School Sport Australia Championships.
2.2. Demonstrated event management experience in the particular sport at community/school sport State, National or higher level.
2.3. Demonstrated leadership in the management of teachers/community members and knowledge of community sport/school sport for the appropriate age groups.
2.4 Demonstrated links with State/National Sporting Organisations to develop/maintain strong relationships with School Sport Australia.
2.5 All teacher applicants must hold current Teacher registration. Non-teacher applicants must hold current Working with Children (WWC) accreditation (or equivalent).

NATIONAL SPORT ADVISOR APPLICATION FORM

SPORT:	
NAME:	
ADDRESS:	
.....	
P/CODE:	
PHONE:	MOBILE:
SCHOOL:	
ADDRESS:	
.....	
P/CODE:	
PHONE:	FAX:
EMAIL:	
TEACHER REG. NO:	
WWC NO:	

Referees 1. Name: Phone:
Position:

2. Name: Phone:
Position:

Applicant's signature: Date:

SCHOOL/ MANAGER ENDORSEMENT

Principal/Manager's Name: (Please print)

Signature: Date:

SCHOOL SPORT AUSTRALIA MEMBER BODY ENDORSEMENT

CEO/Unit Manager/Team

Leader Name: (Please print)

Member Body: (Please print)

Signature: Date:

MEMBER BODY CHECKLIST

By signing the attached nomination form and forwarding to School Sport Australia, I have verified that:

Item	Yes	N/A	Attached
This is the preferred candidate from my jurisdiction	☐	☐	☐
I have received the Nomination Form signed by the candidate's Principal or Line Manager	☐	☐	☐
I have received the candidate's responses to the Key selection Criteria	☐	☐	☐
I have sighted the candidate's curriculum vitae	☐	☐	☐
I have sighted and verified the candidate's current Teacher registration	☐	☐	☐
I have sighted and verified the candidate's current Working with Children Check (or equivalent in my state) for a non-teacher candidate	☐	☐	☐