Community Physical Activity Project Co-ordinator job description

This job description gives an overview of the kind of work and level of responsibility expected for this role. It's not a complete list of all tasks, and duties may change occasionally. But the overall nature of the job and the level of responsibility will stay the same.

Section 1 - Job details

Job title	Community Physical Activity Project Co-ordinator (MS Warrior Alumni Club)
Directorate	Services and Support
Department or team (if applicable)	Scotland MS Help Team
Reports to	Community Development Senior Officer (Scotland)
Direct reports	None
Job location	Home based with travel
Contracted hours – PT (14 hours a week). Details agreed locally with line manager.	

Section 2 - Job purpose

(Normally no more than 2 or 3 sentences explaining the relevance and purpose of the role)

This is a 'time-limited' externally funded project. Fixed Term until 31 March 2027.

The Community Physical Activity Project Co-ordinator is responsible for the development and delivery of a pilot peer support model that extends the impact of the MS Warrior programme beyond the 12-week intervention. This fixed term role will play a pivotal part in helping people living with multiple sclerosis (MS) sustain positive behaviour change, remain physically active, build confidence and reduce social isolation through a community led approach.

Working collaboratively with people affected by MS, healthcare professionals, leisure providers and community organisations, the postholder will co-design and test an Alumni Club model that provides meaningful peer support, ongoing motivation and sustainable approaches to neurological physical activity and wellbeing.

The post holder will develop a scalable and evidence informed approach that can be evaluated, refined and used to inform future investment and collaborative models across Scotland.

Section 3 - Key responsibilities and accountabilities

(Normally between 4 and 10)

	One line description of responsibility or accountability
1	Recruit, support and develop a network of MS Warrior alumni champions, enabling people with lived experience to provide peer support, encourage participation and strengthen community connection.
2	Coordinate a programme of accessible activities and engagement opportunities with MS Warrior alumni champions, including health walks, wellbeing sessions, inclusive movement opportunities, peer meet ups and online/hybrid events.
3	With support from wider team, monitor participation, outcomes and feedback using both qualitative and quantitative data to assess impact on confidence, wellbeing, physical activity levels, social connectedness and sustained behaviour change.
4	With support from wider team, capture learning and evidence from the pilot producing reports, case studies and recommendations to inform future service development and potential roll out.
5	Promote the project internally and externally, developing relationships and identifying opportunities to increase participation, awareness and community engagement.
6	Contribute to the longer-term sustainability of the project by embedding community ownership, strengthening local partnerships and developing recommendations for future delivery beyond the funding period.
7	Support development of partnerships with community organisations, physical activity providers and local services to create pathways into wider opportunities for participation, volunteering and social connection.
8	Support co-production activity with people living with MS and other Movement for Health partners through roadshows, workshops, focus groups and engagement events to better understand barriers, motivations and opportunities for participating in physical activity.

Section 4 – Dimension of the role

Resources	Responsible for the proper use and safekeeping of IT, promotional assets within scope of role
Staff or volunteers	Recruit, train and manage volunteers in project area
Budget	Responsible for reporting on project expenditure and with the Community Development Senior Officer, ensure resources are used effectively.
Key relationships	The post holder works closely with the MS Help Team Scotland, wider Scotland team, Volunteering. External – The post-holder closely works with other third sector organisations, other MS related organisations and charities, leisure trusts, people living with MS, Healthcare professionals, and other Movement for Health partners
Information security and data governance	Responsibility for undertaking relevant actions and responsibilities according to the role assigned by the MS Society

Section 5 – Key deliverables

	Measures of success
1	Successful establishment and testing of the MS Warrior Alumni Club with a programme of ongoing peer-led physical activity and support.
2	Development of a sustainable network of trained MS Warrior alumni champions supporting engagement and participation.
3	Delivery of partnership activity, co-production events and recommendations that inform future neurological physical activity opportunities across Scotland.
4	Generated evidence and learning to support future funding, scaling and integration of the model into longer term MS Society services.

Section 6 – Competencies

Competency	Level required (see below)	B	E	A	T
Fosters co-production	**2**		**X**		**X**
Open to change and innovation	**2**	**X**		**X**	
Sound decisions	**2**		**X**	**X**	
Collaborative working	**2**				**X**
Effective communication	**2**			**X**	**X**
Outcome focussed	**2**	**X**			**X**
Inclusivity	**2**				**X**
Accountability	**2**	**X**	**X**	**X**	**X**
Tech savvy	**2**	**X**		**X**	

Level	Description
5	**Strategic** Has a broad and advanced understanding of the organisation's policies, procedures, and how things work across the MS Society, or has deep expert knowledge in a specific area. Shares expert advice on topics related to MS and represents the MS Society in public or external settings. Clearly explains the organisation's vision and strategy in a way that others can understand and act on. Makes important decisions that have a big impact and ensures the right resources are in place to support them.
4	**Expert or recognised authority** Shows expert knowledge and strong leadership, influencing others in a positive way. Colleagues regularly perform tasks at a high level, instinctively understanding what needs to be done, how it affects other areas, and how it can be improved for the MS Society's benefit. They have deep expertise and focus on developing their skills. They're the go-to person for advice and are known for their knowledge, using their experience to tackle new challenges. They are responsible for managing significant resources, like people and budgets, related to their work.
3	**Complex** These roles may or may not involve managing others, but they require using experience or professional knowledge to handle complex information or raw data. The work often involves solving unusual problems by using your own judgment, without needing instructions. You'll also need to work with others to overcome challenges and achieve results across different teams or departments.
2	**Enhanced** These roles may or may not involve managing people, but they are responsible for handling cases and providing face-to-face services. Or managing internal or external processes and people (including volunteers). People in these roles understand how their team or function works, help build good relationships inside and outside the organisation, and work together to achieve results. They use their knowledge to organise and manage tasks and processes, solve everyday problems, and help improve the way things are done..
1	**Foundation** People in these roles contribute to the MS Society without any responsibility for managing processes or people. People in these roles understand what's needed for their job and how it fits with other roles and tasks. They know what needs to be done and have the skills and ability to complete those tasks.

Section 7 - Qualifications and training

(List qualifications and training needed for this role)

Qualification or equivalent	Educated to degree level or equivalent relevant experience in community development, health improvement, physical activity, health sciences or related discipline
Internal training	Safeguarding Equality, Diversity and Inclusion Data Protection Health and Safety Volunteer Management
Other professional training or qualifications	Coaching or Facilitation training (desirable)

Section 8 - Person specification (knowledge, experience, skills and attributes needed for the job)

Essential requirements will be tested at application stage (A) and used as shortlisting criteria for deciding who will be invited to interview. There should be no more than 7 essential shortlisting criteria.

Requirement	Essential	Desirable	Tested*
Experience of coordinating community-based projects or services	X		A,I
Experience of engaging and supporting volunteers or peer supporters	X		A,I
Experience of partnership working across health, voluntary or community sectors		X	A,I
Experience of facilitating groups, workshops or community engagement activities		X	A,I, T
Experience in managing volunteers and awareness of safeguarding, boundaries and good practice in volunteer management		X	A,I
Excellent interpersonal, communication and relationship-building skills	X		A,I
Ability to work independently and manage competing priorities	X		A,I
Understanding of co-production and person-centred approaches		X	I
Experience working with people living with long-term health conditions		X	A,I
Experience using Microsoft Office and digital engagement platforms	X		A,I
Data collection, evaluation and reporting skills, with ability to demonstrate impact and learning.		X	

*Tested – A (application), I (interview), T (test or Assessment), P (through performance reviews including probation, 1:1s and PDR)

Section 9 – Other information and requirements

Confidentiality	Make sure sensitive or personal information is kept private and only shared with the right people. All information must be handled according to GDPR and other relevant laws and rules.
Equality, diversity and inclusion	Make sure all your work supports our commitment to equality, diversity, and inclusion. As a charity focused on helping disabled people, we expect everyone to be open-minded and creative in finding and removing any barriers that might affect disabled people, including colleagues, who work with us.
Health and safety	Help create a safe working environment by following all health and safety rules and completing any required training.
Safeguarding	We're committed to safe and responsible recruitment. We aim to protect the wellbeing of children, young people, and vulnerable adults, and we expect all staff and volunteers to support this. Background checks and a Disclosure and Barring Service/AccessNI/PVG scheme check **will/will not [delete as appropriate]** be required for this role.
Digital, data and Technology	Use technology confidently to do your job, including internet voice and video calls, Microsoft Office, the MS Society intranet, HR and finance systems, case management software, and other MS Society tools and apps.
Unusual specific physical or mental demands associated with the role	Regular travel across Scotland, including community venues. Occasional delivery of workshops and community events. Ability to facilitate both face-to-face and virtual engagement sessions.
Travel requirements	Frequent travel throughout Scotland. Occasional overnight stays.
Unsocial hours	Evening and weekend working to support community engagement events, roadshows and alumni activities.

Last updated 22/07/2026