



Recruitment Pack

MK Place Community Officer

A contract position working with the Milton Keynes Place Expansion Partnership (MK PEP) Board

www.leapwithus.org.uk



About the role



Could you help your neighbourhood become a place where more people can move, connect and thrive? We're looking for a Community Officer to build trust and relationships with community organisations operating in 6 estates (Eaglestone, Fishermead, Springfield, Coffee Hall, Beanhill and Netherfield) of Milton Keynes. We're looking for someone who knows these neighbourhoods, cares about them, and wants to help bring people together to make positive long term change.

The successful candidate will work with Leap, on behalf of the MK Place Expansion Board, building trust and forging relationships to support local leaders to create opportunities for more people to enjoy active lifestyles. You will work closely with the MK Place Programme Lead and the other Community Officer who covers Greenleys, Fullers Slade, Kiln Farm, Stacey Bushes and Hodge Lea.

To be successful in this role you will have local knowledge of the estates, possibly live in one of them, have community engagement experience, be committed to making a difference and be ready to start in October 2026.

Collectively these areas are among the 53 places benefitting from a share of Sport England's £250million investment into the heart of communities across England, designed so that those in greatest need are able to be physically active. We are entering an exciting phase of the work which will be focusing on connection and the community officers will be instrumental to this.

Availability

Contract for a year covers 50 weeks, 3 days a week

Contract length

18 months (possible of an extension subject to further funding)

Day rate

£175

Contract value (approximate)

£41,700 (18 months)

You will be working off payroll in a contracted role, invoicing for the work completed on a monthly basis. Alternatively we would consider a secondment from a partner organisation working locally.

Office space will be available with town and parish council offices but we want the majority of your time to be in the estates identified building relationships with the local organisations and key stakeholders.

Role responsibilities



- Set up and organise a local group consisting of residents and local organisations all of which are passionate about the local community and keen to address the barriers to moving more.
- Help gather residents' views and experiences, working with the Open University, to understand what helps and prevents people from being more active.
- To oversee and support the youth panels that are formed.
- Spend time building trust and understanding with local organisations and community leaders.
- Raise the profile of the programme with locally trusted organisations and leaders.
- Identify and support opportunities for community organisations and residents to build the skills and confidence to lead and set up movement opportunities.
- Oversee local pilot projects (test, learn and grow) that encourage residents to be active, working with the local group.
- Empower local organisations in connection to community led action and link ideas that require funding to funding pots e.g. community chest, connect partners together to avoid duplication.
- Attend and support the organisation and delivery of engagement events / activity.
- Coordinate the collection of evaluation and learning with local organisations.
- Lead a skills analysis with local organisations to identify gaps and needs in terms of training.
- Be part of the programme team, providing advice and insight to achieve the goals set out in the full award delivery plan.

About the role

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Person specification



Experience:

- Working with communities.
- Track record in partnership working.
- Project management and reporting
- Working with the voluntary and community sector
- Community event planning and delivery

Skills and Abilities:

- Good communication and interpersonal skills with the ability to motivate, enthuse, persuade and influence diverse communities
- Ability to forge strong relationships with organisations and community leaders
- Confident speaking to community members or groups and delivering information in a variety of settings.
- IT skills
- Strong problem-solving skills
- Ability to travel independently locally
- Ability to work evenings and weekends where necessary

We'd especially love to hear from you if...

- you live in one of the neighbourhoods
- you've faced barriers to being active yourself
- you're connected to communities whose voices are often not heard
- you've built trust with local people
- you're passionate about fairness and reducing inequalities.

About Leap



Leap is a social enterprise that exists to improve the lives of residents in Buckinghamshire and Milton Keynes (through regular movement, physical activity, and sport.)

At Leap, we believe that regardless of who you are and where you live, you should be able to benefit from the lifechanging effects of regular movement. But there are a whole host of complex, connected barriers stopping people from being active. Leap's mission is to break down these barriers and level up the inequalities.

We work by building relationships and making connections, advising on policy and projects, securing and maximizing investment and energising people, places and spaces. We also continually learn and we develop and share actionable insights with our partners.

We are one of a network of Active Partnerships nationwide which exists to make active lifestyles the norm for everyone.

About Leap

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Leap

Why movement is vital, now more than ever

We know that increased regular movement and activity improves lives. It leads to better physical and mental health, resilient and employable people, connected communities, cleaner air and individuals who live in their own homes for longer and in better health.

In fact, it's proven that the least active people have the most to gain, and every movement counts.

But there are a whole host of complex, connected barriers stopping people from being active. Leap's mission is to break down these barriers and level up the inequalities.



1 in 5
residents in Bucks
are inactive

1 in 4
residents in MK
are inactive

1 in 3
residents living
with a long-term
condition

43%
of disabled residents
are inactive
compared to 22% of
non-disabled
residents

35%
of children and young
people in Bucks and MK
do less than 30 minutes
of physical activity a day

Sources: Active Lives survey and Buckinghamshire CYP Mental Health Strategic Group

Movement is vital

www.leapwithus.org.uk

Leap

Join the movement and Leap with us

To be considered for the role please send your C.V. and do one of the below-

- send a covering letter detailing why you are suitable for the contract
- or
- attend a drop in session for an informal chat at one of the below community cafes (10am till 2pm)-
 - Tuesday 11th August- Coffee Hall Meeting Place, MK6 5EG
 - Monday 17th August- CPCC community hub in cafe area, MK6 3JS
- or
- organise an informal phone call

with Rhiannon Smith rhsmith@leapwithus.org.uk or 07738314191

Closing date to receive expression of interests as above is Friday 28th August 2026

We want this opportunity to be accessible to everyone. If theres anything that you would make the process easier for you, please let us know.

You don't need to tick every box
Research shows that many people
only apply for jobs if they meet
nearly all the criteria.

Please don't rule yourself out.
If you think you could do this role,
we'd love to hear from you.