



Job Title:	Exercise Advisor	Location:	70 Langdons Road, Papanui
Hours of Work:	15 hours per week	Salary Range:	Grade range 14 – 16 \$70k - \$85k
Responsible to:	Manager	Travel Required:	Some travel in MSPC vehicle
Mission:		Key Relationships:	
Enabling people with MS and Parkinson’s to manage their health and wellbeing.		<div>External:</div> <ul style="list-style-type: none">• Service users and their supporters• Health and disability professionals• General public• BrainTree staff and tenants <div>Internal:</div> <ul style="list-style-type: none">• Manager• Exercise Programme Lead• Wider MSPC Team and Board• Contractors• Volunteers	
Position Purpose:			
The Exercise Advisor supports people to engage in meaningful movement practices—both within MSPC programs at BrainTree and in their local communities—empowering them to self-manage their condition through personalised, evidence-based activity. This role also promotes education, engagement, and collaboration across clients, carers, and the wider community to increase understanding of the therapeutic benefits of exercise in neurological conditions.			
Personal Specifications:			
Skills and Qualifications <ul style="list-style-type: none">• Experience in prescribing and delivering safe, adaptive exercise programmes for chronic conditions.• Knowledge of neurological conditions (especially MS and Parkinson’s) including movement challenges, fatigue, falls risk, and symptom variability.• Previous experience leading group exercise sessions and supporting others in physical activity settings.• Working experience with seniors, the elderly, and individuals with disabilities is an advantage.• Familiarity with basic computing systems (e.g., Microsoft Office, CRMs, Physitrack or similar)• A tertiary qualification in exercise physiology, exercise science, physical education, physiotherapy, occupational therapy, or a related discipline.• Registration or eligibility for registration with a recognised professional body (e.g.SESNZ or CEPNZ preferred).• A current First Aid Certificate.• A full New Zealand Driver’s License.			

Approved by:	Manager	Date:	3 September 2025
Last Updated by:	Amelia Davis	Date:	3 September 2025

Personal Attributes

- Compassionate and empathetic, with a deep commitment to improving the lives of individuals with neurological conditions.
- Collaborative, adaptable, and innovative in developing tailored solutions for participants.
- Great communication skills and a heart for helping others

Key Functions and Expected Outcomes

Exercise Assessment and Support	<ul style="list-style-type: none">• Conduct 1:1 assessment within own scope to support appropriate programme entry and exercise prescription and to access MSPC and community-based physical activity opportunities.• Identify the most suitable form of exercise for each person based on their goals, functional ability, and health status.• Monitor progress and adapt recommendations based on evolving needs, symptoms, or functional changes.• Identify when additional input from other team members or external professionals is needed and promptly initiate appropriate follow-up.• Maintain appropriate records and documentation aligned with privacy and organisational standards.
Exercise Delivery – Group and Gym-Based	<ul style="list-style-type: none">• Lead inclusive, engaging, and appropriately modified exercise classes using MSPC-designed content and evidence-informed methods.• Supervise gym sessions, providing guidance on technique and safety while encouraging independence and goal achievement.• Ensure the gym and studio are safe, clean, and welcoming, including tidying and disinfecting shared equipment.• Ensure class attendance is accurately recorded for evaluation and reporting purposes.• Review participants periodically to ensure ongoing program appropriateness and progression.
Education and Community Engagement	<ul style="list-style-type: none">• With guidance from the Exercise Lead, contribute to the planning, delivery, and evaluation of workshops and presentations on exercise and self-management.• Provide exercise-related education to clients, families, aged care staff, and exercise professionals, tailored to the audience.• Stay informed of current guidelines and research related to exercise and neurological conditions, integrating updates into your practice.• Attend peer support groups related to exercise offerings as required.• Collaborate on initiatives that promote movement and wellbeing across the MS and Parkinson's communities.

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Teamwork and Collaboration	<ul style="list-style-type: none"> • Work with guidance of the Exercise Lead and closely with MSPC Health and Wellbeing Advisors and other team members to ensure coordinated, person-centred care. • Work collaboratively with volunteers to ensure they feel included as valued members of the wider MSPC team, and that their contributions are recognised and supported. • Participate in team meetings, service development activities, and quality improvement processes and contribute to a positive, respectful, and health-focused team culture.
GENERAL DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard. • Support and help develop a positive workplace culture. • Demonstrate excellent interpersonal communication skills. • Responsibly manage all business resources within accountability levels. • Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business. • Comply with all employment obligations. • Promptly undertake to complete all reasonable and lawful instructions and directions given. • Serve the business in good faith, promoting and protecting the business's best interests. • During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment. • Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

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