



Job Description

Job title: Moving Medicine Patients Project Manager

Location: FSEM have an office based in Edinburgh which the Project Manager can use as their hybrid base. If located out with Edinburgh, this can be a remote role with occasional travel to the Edinburgh office. This role will require occasional travel to meetings across the UK.

Organisation: Faculty of Sport and Exercise Medicine UK

Partner Organisation: Nuffield Health

Contract Type: Full time, fixed term for 3 years.

Salary: £40,000 per annum

Reports to: Chief Executive of Faculty of Sport and Exercise Medicine UK

ABOUT THE ROLE

[Moving Medicine](#) is an award-winning initiative of the Faculty of Sport and Exercise Medicine UK (FSEM) aimed at improving health through physical activity. It provides healthcare professionals with practical tools and evidence-based resources to promote physical activity in clinical practice. Moving Medicine is our free, award-winning initiative, designed to provide clinicians and allied health professionals with accessible, evidence based, condition specific information to help give advice on physical activity at all stages of a patient's treatment pathway.

We are expanding our impact through the development of additional Moving Medicine resources for patients. This will include managing the build of a new patient facing Moving Medicine website; the development of resources with our Moving Medicine Clinicians and partners; and working closely with our partner organisation Nuffield Health to demonstrate social impact.

We are seeking an experienced and motivated Project Manager to join our dynamic team.

KEY RESPONSIBILITIES

Project Development and Delivery

- Manage the planning, implementation, and delivery of Moving Medicine projects associated with the partnership.
- Monitor project timelines, budgets, and milestones to ensure successful outcomes.
- Work closely with the Moving Medicine team, Nuffield Health, and other stakeholders to align objectives and ensure cohesive delivery.
- Be responsible to the joint FSEM-Nuffield Health Steering Committee for the day-to-day management of each Project; and be responsible for implementing decisions taken by the Steering Committee.
- Be responsible for the financial administration of each project.
- Monitor the progress of each Project; and prepare progress reports.

People Management, Relationships and Collaboration

- Provide direction, support and clear actions for contributors involved in each project.
- Work collaboratively with external stakeholders
- Represent and fulfil other duties related to the role as may be required including representing the Faculty or Moving Medicine or the partnership at relevant meetings
- Work closely with the Moving Medicine team and contribute to the overall growth and direction of the initiative.
- Support team members in achieving shared objectives and ensure a collaborative approach to all projects.



KNOWLEDGE, SKILLS, AND EXPERIENCE

	Essential	Desirable
KNOWLEDGE		
Educated to degree level or equivalent professional experience	√	
Knowledge of physical activity, or exercise medicine or a willingness to learn.	√	
Knowledge of creating and managing an organisation's social impact strategy		√
SKILLS		
Excellent organisational and time-management skills, with the ability to manage multiple projects simultaneously.	√	
A track record of delivering projects on time and within budget.	√	
Outstanding relationship management skills, coupled with experience of motivating and influencing others	√	
Ability to negotiate and influence key stakeholders	√	
Excellent communication skills, both written and verbal	√	
Fully computer literate with all Microsoft packages	√	
Ability to work autonomously	√	
Passionate and determined leader who can inspire and collaborate with others	√	
Familiarity with resource development and content creation for healthcare audiences.		√
EXPERIENCE		
Experience working in collaboration with healthcare professionals or organisations.		√
Experience working in Physical Activity sector		√
Willingness and desire to undertake any required training and development		√
Proven experience in project management, ideally in health or education sectors.	√	
Experience of commissioning and managing work with external providers	√	
Experienced in taking action and initiative, with careful attention to detail and a comprehensive understanding of the overall context and goals	√	
Proven experience of systems and process development		√
Experience of working in a membership environment		√
Strong demonstrable experience of achieving high stakeholder engagement	√	