

Moving Medicine Patients Project Coordinator – Job Description

Job Title: Moving Medicine Patients Project Coordinator

Location: Home based/remote with Edinburgh office base where required (with occasional travel across the UK)

Reports to: Moving Medicine Patients Project Manager

Contract: Fixed term – 2 years

Hours: Full time

Salary: £30,000 per annum

Purpose of the Role

The Project Coordinator will play a pivotal role in coordinating and supporting the implementation of a cross-sector programme aiming to reduce barriers to physical activity for people living with long-term conditions. This includes work aligned with the **Sport England – Moving Together project**, and the **FSEM Nuffield Health project** focused on replacing mandated medical clearance with person-centred guidance for people with long term health conditions seeking to engage with physical activity.

Key Responsibilities

Project Coordination & Delivery

- Support day-to-day delivery of project activities across both programmes.
- Maintain and update project plans, Gantt charts, and task trackers.
- Coordinate working group meetings, training sessions, and stakeholder events.
- Monitor progress against milestones and timelines, escalating risks or delays as needed.
- Manage financial administration including raising and tracking invoices, processing contractor invoices, and reconciling project expenses using Xero accounting software.

- Liaise with contractors and suppliers to ensure timely payments and accurate financial reporting.

Stakeholder Engagement

- Act as a liaison between internal teams and external partners, including healthcare professionals, the fitness industry, academic institutions, voluntary organisations, and patient groups.
- Support engagement and input from patient and public representatives, including those from underrepresented groups.

Communications & Resource Development

- Input into and coordinate internal and external communications including updates, newsletters, website content, and public-facing materials.
- Assist in the development and dissemination of symptom-based commitment statements, training materials, infographics, and toolkits.

Evaluation & Data Management

- Assist in setting up systems for data collection, including feedback from patients and staff, usage metrics from digital resources, and adverse event reporting.
- Work closely with academic partners to support evaluation logistics and reporting.
- Contribute to preparation of reports, briefings, and peer-reviewed publications.

Governance & Reporting

- Provide secretariat support to the cross-sector Governance Panel and working groups/Steering groups where needed.
- Record and circulate meeting notes, action points, and status updates.
- Ensure documentation aligns with equality, diversity, and inclusion goals.

KNOWLEDGE, SKILLS, AND EXPERIENCE

| | Essential | Desirable |
|---|-----------|-----------|
| KNOWLEDGE | | |
| Educated to HND/degree level in a healthcare, sport management or related field or equivalent professional experience | √ | |
| Knowledge, background and understanding of project work | √ | |
| Strong knowledge, proficiency and comprehension of budget management | √ | |
| Understanding of UK Healthcare systems and the physical activity sector | | √ |
| Familiarity with health inequalities, long term conditions or physical activity policy | | √ |
| SKILLS | | |
| Strong organisational and time management skills, with the ability to manage multiple priorities. | √ | |
| Excellent written and verbal communication skills | √ | |
| Strong relationship management and networking skills | √ | |
| Proficiency in project management software and tools | | √ |
| Well-honed problem-solving skills and attention to detail | √ | |
| Fully computer literate with all Microsoft packages and other key common software including cloud-based storage (Adobe, Google Drive) | √ | |
| Ability to work across projects and balance or triage competing demands | √ | |
| EXPERIENCE | | |
| Ability to work independently with initiative and as part of a team | √ | |
| Experience of working collaboratively with diverse stakeholders, including clinicians, academics, and people with lived experience. | | √ |
| Experience with digital resource development or content management. | | √ |
| Understanding of data protection, ethics, and patient/public involvement. | | √ |
| Risk management | | √ |
| Budget management | √ | |
| Proven experience in project coordination or delivery, ideally in health, physical activity, or voluntary sector settings | | √ |