

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: Fixed term for 2 years.

Salary: £40,800 per annum

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

Direct Report: Moving Medicine Patients Project Coordinator

Please read the job description in full and apply via this [link](#).

Applications close on Sunday 9th November at 23:59.

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 role will include project managing two large, interlinked projects, with time split across both:

One project is in conjunction with Nuffield Health, the project funders, will initially focus on publishing the newly built Moving Medicine Everyone website (due for publication in November 2025) and accompanying educational resources. The Project Manager will



work closely with Moving Medicine clinicians, healthcare partners, stakeholders, and academic collaborators. A key aspect of this role will be to coordinate stakeholder engagement, facilitate collaborative input from academic and clinical experts, and support the demonstration of social impact through evaluation and dissemination activities. The successful candidate will be instrumental in aligning the project with strategic goals, ensuring timely delivery, and maintaining strong relationships.

The other project, *Moving Together*, is a national collaborative initiative led by the FSEM in partnership with Active Partnerships National Office and funded by Sport England (National Lottery). The project is building a broad cross-sector network and aims to empower people with long-term health conditions to access physical activity by removing barriers, developing evidence-based frameworks, training resources, and governance structures that enable consistent, safe, and effective physical activity conversations across sectors and systems. Working closely with clinicians, patients, policymakers, and professional bodies, Moving Together connects national standards with local implementation, supporting workforce development, data-driven evaluation, and sustainable behaviour change to improve population health and reduce inequalities.

The Project Manager will split their time across both projects, which are closely connected in their goals and approach, and will play a key role in ensuring alignment and synergy between them. This includes supporting shared stakeholders, integrating learning and resources, and contributing to a unified strategy for improving physical activity access and outcomes for patients.

We are seeking an experienced and motivated Project Manager to join our dynamic team, bringing strong organisational skills and a collaborative mindset to drive forward these high impact, patient-centred initiatives.

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, Active Partnership National Office, Sport England, 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 the project; and be responsible for implementing decisions taken by the Steering Committee.
- Be responsible to the joint working group with Active Partnership National Office and the sub-committees; and be responsible for implementing actions and outputs alongside the Project Coordinator.
- Be responsible for budget management and relevant financial administration of each project.
- Monitor the progress of each Project; and prepare progress reports relevant for FSEM Board, and each fundings criteria.

People Management, Relationships and Collaboration

- Provide direction, support and clear actions for contributors involved in each project.
- Line manage the Project Coordinator, providing clear guidance and support while ensuring their work aligns with overall project objectives.
- 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	√	