



Job Title: Moving Medicine Patients Project Coordinator

Reporting to: Moving Medicine Patients Project Manager

Work Location: This role offers flexibility to be home-based or hybrid (Edinburgh office and home working), depending on the successful candidate. Occasional travel across the UK will be required to support meetings, workshops, stakeholder engagement activity and national events.

Salary: £30,000 per annum – fixed term until 31st March 2028.

Hours:

- Full time (35 hours per week), Monday to Friday. Standard working hours are 9:00am–5:00pm with a 1-hour unpaid break.
- FSEM operates a flexi-time policy, allowing staff to work their hours flexibly to suit individual and business needs. Core working hours are 10:00am–12:00pm and 2:00pm–4:00pm.
- Occasional flexibility will be required to support evening meetings, webinars or national stakeholder events.

About the organisation

The Faculty of Sport and Exercise Medicine UK (FSEM) is the professional membership body responsible for standards, examinations, training and development in Sport and Exercise Medicine across the UK. We are an inclusive, multidisciplinary organisation with members working across clinical, academic and community settings. FSEM is committed to improving the health of the nation through physical activity by supporting high professional standards and driving system-wide change. Our strategy is guided by the vision to improve health through physical activity, underpinned by our core values: to unite, to grow and to support.

Future Organisation (College Development)

FSEM is currently working in partnership with the British Association of Sport and Exercise

Medicine (BASEM) to establish a new joint College of Sport, Exercise and Musculoskeletal Medicine (CSEM).

As part of this transition, all FSEM (and BASEM) staff will transfer into the new organisation under TUPE arrangements. This role will transfer into the new College structure once established.

The core purpose, responsibilities and focus of the role will remain unchanged. However, there may be some changes to systems, processes or ways of working as part of the transition. Any such changes will be clearly communicated and fully supported.

If the new College has not been formally established by the time the successful candidate joins, this role will transfer under TUPE arrangements when it is formed.

Governance

FSEM is a registered charity (SC052221). The organisation is supported by a small core staff team and a well-established governance structure, including Committees, Council and a Board of Trustees. The Board includes both elected representatives and lay members, providing a broad range of expertise and perspectives. The College has the same governance structure.

About Moving Medicine

Moving Medicine is a national initiative led by FSEM, delivered in partnership with Sport England and a wide range of cross-sector partners.

Its purpose is to support healthcare professionals, patients and communities to integrate physical activity into everyday care through evidence-based guidance, practical tools and accessible resources.

The programme focuses on enabling confident, person-centred conversations about physical activity, particularly for people living with long-term health conditions.

Moving Medicine continues to expand through national programmes focused on reducing systemic barriers to physical activity and improving access for underserved populations.

About the Projects

The Moving Medicine Patients projects bring together partners across healthcare, physical activity, policy, academia and the community sector to improve how people living with long-

term conditions are supported to engage safely and confidently in physical activity.

Current activity includes:

- The Sport England-funded *Moving Together* programme, focused on reducing barriers through cross-sector, systems-change approaches
- A partnership with Nuffield Health to replace medical clearance requirements with person-centred guidance and inclusive pathways
- National workstreams covering guidance development, training, stakeholder engagement, evaluation, digital resources and implementation support

About the Role

The Project Coordinator will support delivery across these nationally significant programmes during a key phase of growth and implementation.

The role includes:

- Project coordination and operational delivery
- Stakeholder engagement and partnership working
- Governance and working group support
- Event, webinar and workshop coordination
- Communications and resource development
- Reporting, evaluation and administrative coordination

You will work closely with a small team and a wide network of partners across healthcare, academia, physical activity and community sectors.

This is a varied, fast-paced role requiring strong organisation, initiative and the ability to work across multiple workstreams within a complex, multi-partner environment.

Who This Role Would Suit

This role would suit someone who is:

- Highly organised, proactive and dependable
- Comfortable working across complexity and competing priorities
- Confident engaging with a wide range of stakeholders
- A strong communicator and relationship builder
- Passionate about reducing inequalities and improving health outcomes

Current Context

The programme is entering a significant phase of national delivery and systems-change implementation, with increasing scale and stakeholder engagement.

Current priorities include:

- Expanding partnerships and national engagement
- Supporting cross-sector governance structures
- Developing guidance, tools and training resources
- Supporting implementation across health and physical activity systems
- Delivering national events and engagement activity
- Working with academic partners on evaluation and development

The Project Coordinator will play a key role in ensuring effective coordination, communication and momentum across this evolving programme landscape.

Further Information

- www.fsem.ac.uk
- www.movingmedicine.ac.uk