

### Job Description

<b>Job Title</b>	Moving Medicine Patients Project Coordinator	<b>Position Type</b>	Fixed Term
<b>Department</b>	Moving Medicine	<b>Manager/ Supervisor</b>	Moving Medicine Patients Project Manager
<b>Location</b>	Office and home based - Hybrid Working	<b>Position Type</b>	Fixed term - March 2028
<b>Working conditions</b>	Hybrid/Edinburgh, with occasional travel for meetings, events or project delivery across the UK	<b>Salary Band</b>	£30,000

#### Role Purpose

The Moving Medicine Patients Project Coordinator will support the delivery and coordination of nationally significant, cross-sector programmes aimed at reducing barriers to physical activity for people living with long-term health conditions.

The role works across major national projects, including the Sport England-funded Moving Together project and the FSEM and Nuffield Health partnership project focused on person-centred care pathways.

The postholder will coordinate project activity across health, physical activity, policy, academic and community sectors, supporting stakeholder engagement, governance, communications, events, evaluation and delivery.

This is a fast-paced, multi-partner role requiring organisation, initiative and the ability to maintain momentum across complex workstreams, contributing to wider systems-change efforts to improve access to physical activity and reduce inequalities.

#### Duties

- Coordinate day-to-day project activities across multiple projects and partners
- Schedule and manage meetings, events and stakeholder engagement activity
- Prepare agendas, take minutes and track actions from governance meetings
- Maintain project documentation including plans, trackers and reports

- Support communications outputs such as newsletters, briefings and stakeholder updates
- Assist with delivery of workshops, webinars and engagement sessions
- Liaise with partners, suppliers and stakeholders to ensure smooth delivery
- Support financial processes including invoice tracking and budget monitoring
- Contribute to evaluation activity, including data collection and feedback processes

## Responsibilities

### **Project Coordination & Delivery**

- Support planning and delivery of project activity across multiple national workstreams
- Maintain project plans, timelines, trackers and delivery actions
- Monitor progress and escalate risks, delays or issues

### **Stakeholder Engagement & Partnership Working**

- Act as a key liaison between internal teams and external stakeholders
- Build and maintain effective relationships across sectors
- Support inclusive engagement with diverse communities and stakeholders

### **Events & Engagement**

- Coordinate meetings, workshops, webinars and stakeholder events
- Support logistics, communications and follow-up actions

### **Communications & Resources**

- Assist with internal and external communications, including updates and materials
- Support development and dissemination of project resources

### **Evaluation & Reporting**

- Support data collection, evaluation and reporting processes
- Contribute to reports, presentations and documentation

### **Governance & Administration**

- Provide secretariat support to governance groups and working groups
- Support financial administration and operational processes

## Accountabilities

- Accurate and timely coordination of project activities and deliverables
- Maintaining up-to-date project plans, records and documentation
- Effective communication and coordination across stakeholders and partners
- Delivery of high-quality administrative, governance and event support
- Proactive identification and escalation of risks, issues or delays

- Contribution to project reporting, evaluation and continuous improvement
- Supporting inclusive and equitable project delivery

## **Job Attributes / Skills / Requirements**

### **Essential**

- Strong organisational skills with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- Confident stakeholder engagement and relationship management across multiple partners
- Experience coordinating projects, programmes or partnerships
- Ability to work independently, proactively and as part of a team
- Experience supporting meetings, events, workshops or webinars
- Strong administrative and operational coordination skills
- High attention to detail with effective problem-solving ability
- Confident using Microsoft Office and cloud-based systems

### **Desirable**

- Experience working in health, physical activity, public, charity or education sectors
- Experience working with clinicians, academics, policy stakeholders or people with lived experience
- Familiarity with UK healthcare systems, physical activity sector, or health inequalities
- Experience supporting communications, content development or resource creation
- Experience supporting evaluation, reporting or data collection processes
- Experience working across complex partnerships or systems-change programmes
- Experience using project management tools or financial systems (e.g. Xero)

### **Personal Attributes**

- Highly organised and dependable
- Collaborative and relationship-focused
- Proactive and solutions-oriented
- Comfortable working within complexity and ambiguity
- Able to balance competing priorities calmly and effectively
- Passionate about reducing inequalities and improving access to physical activity and health

## Qualifications

### Essential

- Educated to HND level or degree (or equivalent professional experience) in public health, sport, project management, healthcare, communications or a related field