

PROJECT MANAGER

DIVISION: Project Management
REPORTS TO: Head of Project Management
LOCATION: Home based
HOURS: Full time – 37.5 hours per week



The role

We are looking for a proactive and experienced **Project Manager** to join our small but passionate team on a **12–14 month fixed-term contract** to cover maternity leave, ideally starting in **September 2025** to allow for a structured handover. While this is a maternity cover, there may be potential for longer-term opportunities depending on team and business needs.

This is an exciting opportunity for a self-starter who thrives in a fast-paced, collaborative environment and takes pride in delivering high-quality, impactful work. Our team is driven by the belief that we can make a genuine difference to patient outcomes by providing healthcare professionals (HCPs) with timely, effective, and engaging medical education.

As a Project Manager, you'll be highly organised and you'll lead the end-to-end delivery of multiple medical education programmes –managing timelines, budgets, faculty liaison, content development, and client communications– with professionalism and care. Adaptability, clear communication, and attention to detail are essential, as is the ability to work both independently and as part of a supportive remote team.

Overview

- Lead the successful delivery of high-quality medical education activities
- Drive progress across assigned projects, ensuring on-time, on-budget, and on-brief delivery
- Develop, own, and actively manage project timelines, identifying and resolving risks proactively
- Oversee multiple project streams simultaneously with clarity, structure, and a calm approach
- Maintain strong cross-functional collaboration with internal teams and external stakeholders
- Serve as a faculty liaison to foster strong, collaborative relationships
- Contribute to the continuous improvement of internal processes to enhance efficiency and effectiveness
- Maintain excellent relationships with accreditation bodies such as ACCME and EBAC to ensure compliance and uphold educational standards



WHO WE ARE

Touch Medical Media Group Holdings Ltd. encompassing:

- **Touch Independent Medical Education Ltd.**
- **Touch Medical Communications Ltd.**
- **Touch Medical Media Services Ltd.**

develops multichannel educational resources for healthcare professionals with the objective of improving patient outcomes.



WHAT WE DO

Working alongside leading medical experts, societies and industry, our mission is to provide practical, expert opinion to support best practice amongst busy healthcare professionals (HCPs) globally, by translating complex data into easily digestible and timely updates. These resources are delivered in multiple formats and can be accessed via multiple platforms, allowing busy HCPs to enhance their knowledge and skills at a time and in a place that suits them

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Responsibilities

- Show a keen understanding of deliverables across all projects to ensure successful delivery of desired outcome(s)
- Ensure Head of Project Management is aware of any significant challenges impacting project budgets or launch dates
- Demonstrate prior awareness of CME and accreditation processes and maintain strong relationships with accreditation bodies such as ACCME and EBAC, ensuring adherence to guidelines and fostering positive collaboration
- Co-ordinate the resources required to successfully deliver the project(s), flagging any additional resource needs proactively
- Support accurate financial reconciliation of projects, including tracking budgets, processing invoices, and ensuring alignment with internal financial procedures and supporter agreements
- Develop effective working relationships with key internal and external stakeholders to ensure successful project delivery
- Build and maintain strong relationships with faculty to support collaboration and alignment on educational objectives
- Contribute to the continuous improvement of internal processes and to enhance team efficiency
- Support the development and maintenance of project-specific websites using WordPress, ensuring content is accurate, compliant, and visually aligned with project objectives

Event coordination for live events

- Manage logistics and communication for faculty participation, including scheduling, travel, and onsite requirements
- Liaise with supporters to ensure alignment with contractual agreement and maintaining clear and professional communication throughout
- Coordinate with congress secretariats and third-party organisers to meet key deadlines and logistical requirements
- Collaborate closely with internal teams (design, editorial, education publicity) to ensure timely delivery of high-quality event
- Oversee timeline and task management for all live event activities to ensure seamless execution and compliance with all relevant processes

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Personal Specification

Experience, skills, and qualifications

- Proactive, self-motivated, and able to work independently as well as part of a remote team
- Strong interpersonal and communication skills, with the ability to build effective relationships with internal teams, clients, and external stakeholders
- Excellent organisational and project management skills, with a good understanding of commercial drivers
- High level of attention to detail and accuracy
- Ability to manage multiple tasks and deadlines in a high-pressure environment
- Strong written English, with excellent grammar and spelling
- Demonstrated experience working with freelancers and coordinating external resources
- A scientific degree or equivalent level of education is desirable
- Minimum of 3 years' experience working in a medical education or healthcare agency
- Intermediate to advanced proficiency in Microsoft Project, Word, Excel, and PowerPoint
- Experience with building or maintaining websites using WordPress, with an eye for both usability and compliance
- Willingness and ability to travel within the UK and internationally, as required