



# WE ARE HIRING!

## HEALTH ENGAGEMENT PROJECT MANAGER


£37,000/yr – £40,000/yr · Permanent, Full-time · MANCHESTER · UNITED KINGDOM (On-Site)



### ABOUT THE JOB


Project management is a core competency within COUCH Health and vital in helping to drive success. It serves as a powerful bridge in creating and managing the link between strategy and results, and effective project management allows us to not only meet project goals in a timely and efficient manner but also to understand and meet the expectations of our clients.

As Project Manager in our Health Engagement team, you will be responsible for delivering a range of health engagement activities, to support excellence in patient programmes for our clients. You will co-ordinate individuals and teams to develop and deliver projects, ensuring that they are implemented on-time, on-budget and to our client's satisfaction.



### YOUR ROLE

Key responsibilities for the Health Engagement Project Management is as follows:

- Plan, present and control multiple health engagement projects from brief to delivery and beyond according to allocated time and budget
  - Manage the day-to-day operational aspects, including budget management of the projects during the various stages, and act as the primary conduit between client and/or client service and delivery teams
  - Maintain an understanding of the research, creative, digital and print process at all times
  - Ownership of the resource schedule and leadership at resourcing meetings, ensuring everyone is aware in advance of resource and capacity issues
  - Foreseeing and proactively navigating bottlenecks or resource gaps to ensure the timely delivery of the project is not interrupted
  - Work with the delivery team on project planning, taking ownership of and producing clear project schedules and assigning responsibilities accordingly
  - Produce timely and accurate project reports for internal and client reference and run status meetings
  - Coordinating, scheduling of meetings; taking notes and distributing; follow up on actions
  - Trouble-shoot any problems which arise during a project and working pro-actively to prevent any potential problems before they occur (e.g., problems with delivery date, unexpected client feedback, change of scope etc.)
  - Ensure all projects are implemented according to COUCH Health quality standards, deadlines and measurable objectives
- 



## ABOUT YOU

To be considered for this exciting opportunity you will require the following skills and experience:

- Previous experience in a similar project management role, preferably in healthcare communications
- Previous experience of managing patient engagement or patient recruitment projects is highly advantageous
- Good project management experience/skills. A project management qualification is desirable, but not essential
- Good financial management – a good understanding of figures, able to interpret and use numerical material and present numerical information clearly and accurately
- Experience of managing and developing client relationships
- Excellent writing skills and a sound understanding of the English language and grammar, and the ability to tailor a writing style to a particular need
- Excellent presentation and verbal communication skills
- Excellent stakeholder management – an ability to deal with different characters/personalities with pragmatism and flex
- Strong problem-solving skills and agility in the face of challenge
- A high level of resilience – an unflappable nature and ability to stay calm and composed under pressure

## COMPANY PERKS

Competitive salary  
Health cash plans  
30 days annual leave and 8 bank holidays  
Your birthday off  
Access to mental well-being experts any time  
Company pension  
Learning and development opportunities  
Monthly social events  
Bike to work scheme

## THE OFFICE

Suite 2.10, Jactin house  
24 Hood St, Ancoats  
Manchester M4 6WX  
+44 (0)330 995 0656  
hello@couchhealth.agency

DEMAND  
DIVERSITY

COUCHAcademy 