



## EXWELL MEDICAL JOB DESCRIPTION: PROGRAMME MANAGER CORK

<b>Job Title:</b>	Programme Manager – Cork	<b>Job Category:</b>	Management / Admin / Clinical Exercise Delivery
<b>The Company</b>	ExWell Medical (CLG)	<b>Job Code/ Req#:</b>	PM1 (Admin / Management)
<b>Location:</b>	Cork based. Occasionally travel other counties	<b>Travel Required:</b>	Travel Required Occasionally
<b>Level/Salary Range:</b>	Negotiable depending on experience.	<b>Position Type:</b>	Full Time / External / Internal / Hybrid Work
<b>HR Contact:</b>	<a href="mailto:dfagan@exwell.ie">dfagan@exwell.ie</a>	<b>Date Posted:</b>	12 <sup>th</sup> Jan 2026
<b>Will Train Applicant(s):</b>	All training will be provided for incoming staff.	<b>Posting Expires:</b>	23 <sup>rd</sup> Jan 2026
<b>Website URL:</b>	<a href="http://www.exwell.ie">www.exwell.ie</a>		

**Applications Accepted By:** email only: [dfagan@exwell.ie](mailto:dfagan@exwell.ie)

<b>EMAIL:</b> <a href="mailto:dfagan@exwell.ie">dfagan@exwell.ie</a> <a href="mailto:noel.mccaff@gmail.com">noel.mccaff@gmail.com</a>	<p><b><u>Who we are:</u></b></p> <p>ExWell Medical is a social enterprise with a not-for-profit ethos which offers medically led exercise programmes (with a group class, online and one-to-one offerings) to patients with diverse chronic illnesses (across the age span) on medical referral. Participation restores, confidence, mobility and enjoyment and transforms lives. There is now a very strong evidence base supporting the effectiveness of the ExWell programme.</p> <p>The ExWell programmes are delivered by highly trained staff from Sports and Exercise Science, Physio/Athletic therapy and other exercise backgrounds. The work we do has a profound impact and is professionally satisfying and rewarding and we strive to create a stimulating and enjoyable work environment</p> <p>ExWell is in a phase of rapid expansion and we now operate in 60 centres nationally. We now seek to identify and recruit professionals who are</p>
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	ambitious to work in community-based chronic illness rehabilitation and want to make a huge difference.
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## **JOB DESCRIPTION**

### **Roles and Responsibilities**

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The programme manager role is a satisfying and challenging mix of Operational Management, administration and Clinical Exercise Delivery. This post will consist of approximately half-time management/administration and half-time class delivery. The responsibilities include;

Working within a new small middle management team and managing a small team of delivery staff including the delegation, performance of their tasks and direct line management.

- Work closely with the ExWell Medical Team to ensure the company values are always adhered to and that work practices always consider the company's core values.
- Adhere to company strategy and goals as directed by senior management while also providing direct input into the company's decision-making processes.
- Provide the highest standard in exercise instruction both to individuals and in group settings to all persons receiving a service through the ExWell Medical programmes.
- Provide direct management of all day-to-day programmes within the assigned Cork region. This may include class scheduling, class delivery, assisting staff within their roles, providing training to new staff, financial management, participant engagement and communications.
- Ensure up-to-date knowledge in the area of clinical exercise and how it benefits persons living with chronic illness. Provide opportunities to share this knowledge with the wider management team and staffing group
- Work closely with your designated sites to ensure performance of the ExWell medical classes are of the highest standards.
- Assist senior management in collecting data from various fitness/anthropometrical/clinical tests for people enrolled on the programmes. Analyse this data for reports when required.
- Provide admin support for each program/site you have been assigned. This includes; emailing; data entry; programme design; inductions; enrolling; phone/video call contact and any other administration that may be assigned to you.

- Complete monthly reports per centre and share with key stakeholders and funders.
- Engage with ExWell Medical's Management team to partake in continued professional development, performance management, and employee support programs.
- Ensure internal and external standards are implemented to a high standard in relation to participant engagement and programme delivery;
- Create a motivational/inspirational atmosphere when instructing and always a patient-centered approach to the service.
- Assist with the management of Intern/work placement students and support them in whatever capacity you can.
- Support the senior management team in developing and maintaining relationships with key stakeholders including programme participants, beneficiary organisations (such as the HSE and Health Insurers), programme delivery partners, industry partners and funders.
- Ensure the highest standards of risk management and ensure all accidents/incidents are reported immediately to senior Management and Medical team where needed.
- Ensure that all relevant governance-related policies, procedures and documentation related to your work have been read, understood and signed by the members of your team.
- Assist with basic catering services from time to time where events are hosted by ExWell Medical and post-class refreshments are made available for participants.
- Provide a clear path for the success of projects under management and clear outcome measurements based on contractual obligations, supported by the Senior Management team.
- Reporting directly to the Director of Operations.

## **DETAILED RESPONSIBILITIES**

### **1. Programme Delivery**

- Plan and manage exercise classes both online and in person. Ensure each class is planned and structured including adequate warm-up, Aerobic phase, Muscular Strength and other core balance phases while always ensuring safe and timely cool-down periods.
- Ensure facilities and equipment are properly cleaned/sanitised throughout the day to ensure safe operating environments for participants.

- Work with partner and third-party organisations to support all aspects of programme delivery.
- Engage with new and existing participants to ensure they understand all aspects of the programme and record their feedback.
- Provide useful and promotional content to promote your sites and encourage new participation.
- Ensure you adhere to all IT policies and procedures to mitigate the risk of data breach and ensure best practices all within GDPR.
- Assist with booking payments where required. However, where cash is received ensure one of your colleagues is present as a witness to any cash transactions.
- Be innovative Be creative to assist Exwell Medical in developing further.
- Assist management with the development of reports and any other printed documents such as the annual report.
- Adhere to Standard Operating Procedures and database management and other IT administration where appropriate.
- Communicate with other staff to keep them informed of developments within the sites you work in.
- Be friendly, be supportive and ensure you are providing an Inclusive service. Discover what the patient CAN do not Cant do.

## **2. Administration**

- Support administration staff to ensure their duties are carried out in a timely and professional manner and provide documents that are edited and always to a good standard.
- Ensure all correspondence and queries from referrers, participants, and third parties are dealt with in a timely a manner.
- Occasionally prepare reports on data received at each site to enable management to identify key performance indicators and forecasts.
- Engage in all required IT/Data training to meet our business requirements.
- Ensure any contribution to Social Media channels including our website is accurate, up to date and presents ExWell Medical in a positive light
- Handle any issues that may arise to ensure our services are delivered consistently

- Attend staff meetings and participant meetings with a particular effort to promote socialising within participants.

### **3. Management**

- Ensure all day-to-day activities of the programmes are managed correctly.
- Including staff attendance, accountability and performance.
- Ensure the exercise environment is safe and never presents a risk to participants.
- Ensure bookings are confirmed with host locations and all communication regarding closures or changes in times are communicated effectively to each class group.
- Engage with the senior management team and Advisory Board on issues where appropriate and submit your valued thoughts on business development as required.

#### **REQUIREMENTS**

- Minimum one year experience in a fast-paced working environment. Preferably within a management role, in a healthcare/clinic/leisure club setting.
- Minimum one year of experience leading/managing a team.
- Project Management experience.
- Minimum B.Sc Degree in Business Management or related field of Sport / Exercise Science /Physiotherapy / Athletic Therapy or Exercise Physiology.

#### **PREFERRED SKILLS**

- Highest-quality administrative and report-writing skills.
- Experience and confidence working with various people including the elderly and clinical cohorts.
- Competence in IT and computer skills allowing them to support their day-to-day delivery of the programmes under their responsibility.
- Excellent person-centred skills
- Flexibility to operate across multiple sites and be reliable at all times.
- Ability to work as part of a multi – disciplinary team of Doctors, Physiotherapists, Clinical Exercise Specialists and Coordinators.

- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions and handle vendor contracts, among other tasks
- Organization and the ability to multitask to complete a wide variety of tasks
- Flexibility to help them adjust to new tasks should the company or office need change
- Strong interpersonal skills to interact positively with all employees
- Leadership ability to manage challenges and oversee employees
- Attention to detail to ensure tasks are completed thoroughly and correctly

#### **ADDITIONAL NOTES**

- An opportunity is now available for the above post.
- The compensation package will reflect experience and expertise
- ExWell is a rapidly growing company which partners with both public and private organisations to assist in its delivery across a national footprint with ExWell centres now operating in 12 counties with ambitious growth plans for the coming years.

#### **HOW TO APPLY.**

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Email CV to [dfagan@exwell.ie](mailto:dfagan@exwell.ie) along with a brief cover letter explaining your suitability for the post.