ACTION FOR M.E.

Doctor
Application Pack

"The fact that Action for ME exists - and the important work you do - always makes me feel less isolated, less ignored, and more hopeful."

See back page for image descriptions

Thank you for considering joining Action for ME

Myalgic Encephalomyelitis (ME) has been neglected and stigmatised for decades. It affects hundreds of thousands of adults and children in the UK alone, but the continued lack of investment means there is no cure and no effective treatments.

For the first time there is an increased awareness of post viral illness because of the Covid-19 pandemic. After decades of neglect this offers Action for ME an opportunity to accelerate our work for people with ME in a way we have never been able to do before.

The life-changing symptoms that are experienced by people with ME are being mirrored by more than half of those with long Covid. This could mean around 1.3m people are living with ME or ME-like symptoms in the UK.

We have identified areas where there is a critical lack of understanding and a severe unmet need and we have taken the decision to make a significantly increased investment in our work; to accelerate the ME research agenda; to increase the support in the healthcare and support services we offer; and to do all we can to ensure the government address the neglect and health inequity faced by people with ME

Our 2022 – 2027 strategy Shaping Our Future Together sets out our ambition to end the ignorance, injustice and neglect of children and adults with ME. By working together with the ME community and focusing on the most urgent and important challenges, we will accelerate change for people with ME on a greater scale than has been known before.

We have a talented and committed team at Action for ME where we encourage collaboration and support development and growth. I am delighted that you are considering this role, and I hope this pack shows you the part that you can play in improving the lives of everyone affected by ME.

Sonya Chowdhury
Chief Executive

> **"I cannot even begin to imagine what this experience would have been like without Action for ME. I know for certain I would have suffered a great deal more and almost certainly become more ill."** – *Information & Support service user*

Action with impact

We believe that change won't just happen; it must be made. That's why action and impact are at the heart of everything we do.

Whether that's helping people today with support, information, or care. Or working towards securing future change through our research and campaigning work.

The intent of everything we do is to pursue positive impact for the lives, rights, and futures of people affected by ME.

About us

Action for ME is the only charity in the UK providing support, including healthcare, to people of all ages affected by ME.

The charity was founded by Sue Finlay in 1987 and since then has been taking an holistic approach so we can make an impact on multiple fronts - from amplifying the voices of people affected by ME in Government and leading on breakthrough research, to providing "lifeline" support and unique healthcare services on a daily basis.

Myalgic Encephalomyelitis (ME), sometimes referred to and diagnosed as Chronic Fatigue Syndrome (CFS), is a chronic, fluctuating disease, causing symptoms such as post-exertional malaise (PEM), sleep problems, problems with thinking and memory (brain fog), pain and crushing fatigue.

There are an estimated 1.3 million people living with ME or ME-like symptoms, including PEM, in the UK alone.

Even in its so-called mildest form, ME can have a significant impact on an individual's life, and not just on their health. A lack of understanding and awareness about ME means patients can experience disbelief, and even discrimination, from friends, family, health and social care professionals, employers and teachers.

Our vision

A world without ME.

Our mission

Our mission is to improve the lives of people affected by ME. Better meeting their needs today while taking action to secure change for tomorrow.

Our 2022 – 2027 strategy, 'Shaping our future together, has been developed in partnership with children, young people and adults with ME, their loved ones and carers, and others who share our values and ambitions.

This has included learning from the services and support we provide, our surveys and consultations, workshops and discussion groups, and from wider engagement with the ME community.

> **You have all been absolutely amazing and I am very grateful for this organisation. I felt lost and alone and very confused when I first reached out for advice. I had two phone calls which were so, so helpful, I felt listened to and valued.** – Healthcare Services user

Our values

Shared values are held with high regard in our organisation and reflect how we seek to work with our supporters, partners and other key stakeholders.

They reflect the attitudes, beliefs and behaviours that we value in each other and underpin our whole approach and culture.

Collaboration

We will work collaboratively and inclusively with others to take action and achieve change.

Empathy

Most of our Trustees, and many of our staff team, have direct experience of ME themselves. Our collective, deep-rooted empathy is at the heart of our work.

Equity

We believe that everyone deserves fair and just access to resources, services, and opportunities. We are committed to identifying and addressing barriers that contribute to inequalities experienced by people affected by ME.

Our strategy

People with ME are at the heart of everything we do.

In our 2022 – 2027 strategy, we set out four ambitious outcomes which we believe will help us end the decades of ignorance, injustice and neglect faced by people with ME

Underpinning each ambition is our focus on ensuring we reach underserved communities, so they have better access to healthcare, information and services.

1. The lives of people with ME are improved by effective access to the information, support and advocacy they need.

2. The health of people with ME is improved via access to our holistic Healthcare Services, and the National Institute for Health and Care Excellence guideline for ME being effectively implemented across NHS services.

3. Increased funding for high-quality research by more researchers leads to effective treatments for ME

4. The UK Government establishes and leads a national strategy for ME

You can read about the difference our work makes to people living with ME in our annual report and accounts 2024 to 2025.

Our people

President

- Clare Francis MBE

Vice President

- Martin Arber

Patrons

- Lord David Puttnam CBE
- Lord Melvyn Bragg
- Julie Christie
- Alan Cook CBE
- Sarah Dorin
- Philip Mould OBE

Ambassador

- Lucy McGinlay

Chair of Board of Trustees

- Roger Siddle

Board of Trustees

- Jonathan Manuel
- Shaun De Boo
- Colin Morgan
- David Leigh
- Julianne Devine
- Philip Courtney
- Dr Nirmala Santiapillai
- Wendy Lippmann
- Ros Boyle
- Eleanor Bulmer
- Sarah Anderson
- Beatrix Clark
- Dominic Hogg

We are an organisation led by people affected by ME, for people affected by ME. We aim to have a minimum of 51% of our Trustees who have, or have had, ME themselves. Our Trustees are unpaid and meet at least four times a year and many sit on one of our four sub-committees.

Our Team

We have a staff team of approximately 35, many working part-time, and approximately 70 volunteers who support our work in several different ways. Our head office is in Bristol and we have members of the team located across the UK, including Scotland, working remotely.

Our Services

We provide free Information & Support and Family Support services for adults, children and young people with ME, and their loved ones.

While our Support Services team does not recommend any specific treatments or management approaches, our Healthcare Services team works with individual patients to offer personalised advice, care and support. We cannot offer specialist legal, employment or medical advice, or specialist mental health support; instead, we signpost to specialist organisations that do.

Our Healthcare Services clinical team includes a doctor, physiotherapists, counsellors and multi-faith chaplains, offering individually tailored whole-person care. We are a small-scale healthcare service provider and do not have the complexity that the NHS and other larger providers have. We also offer a free children and young people's counselling service.

Our Resources and Peer Support

We have lots of information and support on all aspects of living with ME. Our booklets and factsheets are available for free online, or can be sent by post or email, on topics including but not limited to:

- symptom management and accessing health services
- welfare benefits processes, rights and entitlements
- accessing social care
- liaising with your child's school
- getting reasonable adjustments at work.

Our peer-support forums for adults with ME and 18s & under with ME are free to join and users tell us they feel better supported, and less isolated.

Job Summary

Job title	Doctor
Responsible to	Clinical Lead
Salary	Self-employed, per consultation/hourly rate £106 per hour for consultation time / £88 per hour for administrative duties.
Hours of work	Part time flexible hours as agreed
Location	Remote/Home based
Closing Date	9.00am, Monday 22 June 2026

Job Purpose

- Diagnosis and treatment of patients with ME/CFS and related conditions, working with a whole person approach
- Work with colleagues as appropriate

Key Working Relationships

Doctors are self-employed contractors and report to the Clinical Lead.

Other key working relationships:
- Director of Operations
- Other doctors within the team
- Other members of the clinical team
- Action for M.E colleagues

Key duties
- Undertake remote consultations in the most appropriate manner for the patient - whether by Zoom, Teams or telephone
- Establish or confirm diagnosis and suggest treatment/support plan
- Maintaining a consistent approach in line with NICE Guideline (2021)
- Offer follow-up consultations with patients by Zoom/telephone
- Refer patients, as appropriate, for ongoing treatment and support to team colleagues – including physiotherapist, counsellors and chaplains
- Participate in clinical team meetings every 6-8 weeks (1 hour)
- Participate in quarterly Doctor team meetings (1 hour)

Person specification

Qualifications/Key requirements
- Recognised medical qualifications
- Registered with the GMC
- Registered with a Medical Defence Organisation (needs to cover the whole of the UK as patients may reside anywhere in the UK)
- Eligible to work in the UK
- Level 3 safeguarding training
- Familiarity with the NICE Guideline for the management of M.E. (2021)

Experience and Knowledge
This is not a role for which there is any one set of experience, but the following would be helpful:

- General Practice and/or General Medicine
- Experience in Pain Management and/or Palliative Care
- Some knowledge and/or experience of ME or other chronic conditions

Skills and Attitudes

- Understanding that ME/CFS is a complex biomedical condition
- A desire to help people holistically to manage their ME/CFS
- A robust and resilient approach to working with patients, many of whom have had negative experiences with healthcare professionals in the past
- Excellent communication skills, in both active listening and careful word usage
- Working in a multi-disciplinary team

Terms and conditions

Outlined below are some of the main terms and conditions relevant to all self-employed contractors providing healthcare services to Action for M.E.

1. Self Employed
   Contractors are treated as self-employed and must be responsible for their own tax and national insurance arrangements
2. Professional registration
   Contractors must provide proof of registration with an appropriate professional body, and undertake any training to maintain that registration
3. Professional Indemnity Insurance
   All contractors must provide proof of professional liability indemnity insurance
4. Contract for Services
   A schedule of services to be provided and fees to be paid is attached as part of the contract
5. Payment
   Contractors will invoice for services at the end of each month. Invoices will be paid within 14 days.
6. Clinical Team Meetings
   Healthcare professionals are required to attend clinical team meetings on a regular basis (as often as possible and at least once a calendar year)
7. Termination
   The contract may be terminated if two months' notice is given by either party

Application timetable

Deadline for applications	9.00am, Monday 22 June 2026
Interviews (to be held via Zoom)	TBC

How to apply

To apply, please submit a CV and covering letter via email to recruitment@actionforme.org.uk explaining your interest in the role and how your professional experience will enable you to fulfil it. Strong applicants will list each person specification bullet point related to qualifications, experience and skills, and provide evidence of how they meet each of these criteria.

Should you have any questions, or require adjustments to the application process, please contact our recruitment team on recruitment@actionforme.org.uk.

If you would like to arrange an informal chat regarding this role, please contact us via the email address above to schedule this.

Safeguarding Statement – Safer Recruitment

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and we expect all staff, volunteers, and partners to share this commitment.

Our recruitment and selection processes are designed to identify candidates who are suitable to work in environments where safeguarding is paramount. This includes:

- Robust pre-employment checks such as identity verification, right to work, references, and appropriate criminal record checks (e.g., DBS).
- Clear role descriptions outlining safeguarding responsibilities.
- Structured interviews to assess values, attitudes, and understanding of safeguarding.
- Ongoing training and supervision to maintain high safeguarding standards.

No individual will be permitted to begin work until all required checks have been satisfactorily completed.

We are dedicated to creating a safe, respectful, and inclusive environment where everyone can thrive free from harm.

Cover image shows, top left to right: Our membership magazine – InterAction, graphics from our 2025 Summer Fundraising Appeal, the DecodeME study logo, one of our service users, community fundraisers Josh and Hannah, the Act for ME logo.

Bottom left to right: Deyna, one of our community fundraisers at the 2025 TCS London Marathon, a social media post showing feedback from our service users, Chris, another of our community fundraisers at the 2025 TCS London Marathon.