



Job Description

Job Title:	Administrative Assistant
Reports To:	Training Manager
Organisation Unit:	Training Team, UK-Med
Start Date:	March 2017
End Date:	31 December 2018 with possible extension
Salary:	£20,750 per annum
Hours:	Full time, 35 hours per week Monday – Friday with occasional weekend working required

BACKGROUND

UK-Med & Humanitarian Conflict Response Institute (HCRI)

UK-Med supports education and training for health workers in developing countries and facilitates the provision of UK health care workers who volunteer their services to countries during conflict and catastrophe. UK-Med was established in 1995 to facilitate the provision of health workers from across the UK to support the hospitals in Sarajevo during the Balkans war. Subsequently it has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Indonesia, Jordan, Kosovo, Nepal, Pakistan, the Philippines and Sierra Leone. <http://www.uk-med.org>

UK-Med has a Memorandum of Understanding with the Humanitarian and Conflict Response Institute (HCRI) at The University of Manchester where the team is located and all posts are based. <http://www.hcri.manchester.ac.uk>

UK-Med is contracted by the Department for International Development (DfID) to support the UK Emergency Medical Teams initiative. Most recently UK-Med has worked with the Department of Health and DfID to support the UK Government response to the Ebola epidemic in West Africa.

Overall Purpose of the Job

The role of Administrative Assistant is to provide administrative and logistical support to the Training section of UK-Med along with wider organisational administration support as and when required. The post holder will contribute to the effective planning and delivery of UK-Med's portfolio of training courses particularly as relates to delegate recruitment and registration, preparation of course materials and ensuring kit availability for the delivery of programmes. The post holder will provide specific support to organising meetings, partner liaison, travel arrangements and processing of expense claims.

The post-holder will report to the Training Manager and liaise on a regular basis with the Training Coordinator, Logistician, the membership team and the support services team for specific areas of work. On occasion the post-holder may be required to work out of UK-Med's equipment store based in Stockport, Greater Manchester. The post-holder will also support on-site training delivery in various locations throughout the UK.

Key responsibilities, accountabilities and duties

Work primarily with the Training Manager and Training Coordinator and engaging with the Membership and Support Services teams in the development of UK-Med's training programmes.

Support the training team in the development of standard operating procedures.

Ensure the efficient delivery of high quality training both in the UK and overseas, as relates to the following activities:

- Responding to queries for members in respect of training programmes
- Utilising databases to create and update training records for members
- Drafting communications to members, faculty and partners in respect of training delivery
- Drafting and updating training related documents
- Support the Training Coordinator in all pre and post-course administrative and logistical tasks
- Maintaining and updating website content to reflect the work of the training team
- Scoping and liaison with venues for delivery of training courses
- Compiling evaluation feedback from all training courses
- Provide administrative support to procurement processes particularly as relates to the tendering and purchase of kit, equipment and consumables for training Registering and documenting all kit used
- Ensure all kit is packed and ready for use in advance of each training course
- Liaising with logistician and 207 to ensure kit required for training courses is collected and returned to store; cleaned and packed away. Maintaining and updating an image bank utilised for developing materials for training
- Review and processing of expenses and invoices in line with financial procedures
- Update risk assessments for training courses in order to comply with health and safety regulations
- Ensuring appropriate archiving of training materials in line with agreed procedure
- Provide regular updates on activity to the Training Manager for reporting purposes
- Provide support to monthly training team meetings (organising dates, rooms, meeting papers)

Organise and support associated meetings and working group activities as required.

Provide support to the Logistician around the storage, deliveries record keeping, monitoring and audit of UK-Med kit and equipment.

Support the work of the wider team to facilitate the deployment process in the event of a humanitarian emergency which may require working anti-social hours.

Other administrative tasks as might be required to ensure effective delivery of UK-Med projects and programmes of work.

Essential Knowledge, Skills, Experience and Qualifications

Qualifications

A Bachelor's degree

Knowledge and skills

An understanding of administrative systems along with a commitment to learn and be open to new ideas and approaches for providing support to training programmes in the humanitarian sector

Excellent IT skills including Microsoft Word, Excel and Power Point

Ability to understand and provide support to the implementation of organisational and donor policies

Ability to coordinate tasks related to multiple projects and personnel with attention to detail

Good skills in writing, editing, formatting and verbal communication

Excellent interpersonal and team working skills

A positive and flexible problem solving approach

Experience

Experience in providing administrative support across a range of programmes in a busy office environment including use of database systems

Experience of providing support to the development and implementation of organisational standards, systems and processes

Experience of communicating across a range of media with a diverse range of professionals

Experience of organising and supporting meetings with a range of stakeholders

Experience of working as part of a multi-disciplinary team

Willingness and ability to undertake travel both within the UK and internationally if required

Willingness to work some weekends and evenings to contribute to training delivery and deployment preparedness

Desirable Knowledge, Skills, Experience and Qualifications

An interest in humanitarian work

Experience of working in an academic or clinical setting

Experience of completing risk assessments for delivery of training courses

Current full and clean driving license

Post holders are required to familiarise themselves with the organisation's Equality and Diversity policies and to actively support these wherever possible.

Closing date: Tuesday 28th February 2017 5PM

For an informal discussion about this post, in the first instance please email Dawn Sheridan, Training Co-ordinator, UK-Med, on dawn.sheridan@uk-med.org

Applicants should apply by sending a current CV with full contact details. This should be submitted with a Letter of Application addressing suitability for the post based on the criteria outlined in the *Essential Knowledge, Skills, Experience and Qualifications* section of this Job Description.

CVs with Letter of Application should be forwarded to recruitment@uk-med.org

Interviews for selected candidates are scheduled to be held in Manchester, UK on **Monday 6th March 2017**