Candidate brief for recruitment to the position of

Chief Executive, UK-Med

July 2017
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BACKGROUND
UK-Med developed out of the South Manchester Accident Rescue Team (SMART) which started life in 1987 as a local medical team, acting in support of the rescue and ambulance services in Manchester. The team subsequently responded to earthquakes in Armenia (1988) and Iran (1990), as well as the Kurdish refugee crisis on the Iran/Iraq border in 1991. SMART members also attended the Lockerbie air disaster in 1988. In 1992 SMART responded to the siege of Sarajevo (Bosnia and Herzegovina) and in order to support a sustained response, now drew its members from the across the UK. In 1995 UK-Med was established as an independent national/international organisation to facilitate the continuous provision of healthcare workers from across the UK to support the hospitals in Sarajevo throughout the war. UK-Med has continued to respond to a range of sudden-onset disasters, complex emergencies and conflicts providing technical advice, specialist surgical and medical teams, and other clinical support. (Examples include the cholera outbreak in Cape Verde and ebola outbreak in Sierra Leone; earthquakes in China, Pakistan, Haiti, Indonesia, Nepal, Ecuador; conflicts in Gaza, Kosovo; typhoon in the Philippines; and capacity building in Jordan, Egypt, Iraq, Uganda, Kenya). [http://www.uk-med.org](http://www.uk-med.org)

CURRENT ACTIVITIES
UK-Med is currently contracted by the Department for International Development (DfID) to support the national UK Emergency Medical Team (UKEMT) programme, and as such is responsible for the recruitment, training and deployment readiness of all the healthcare members of the team. To support this and also in assisting international NGOs in their recruitment, UK-Med manages the UK International Emergency Medical Register and in collaboration with Public Health England, the UK International Emergency Public Health Register which also supports the national public health Rapid Response Team.

UK-Med & the Humanitarian and Conflict Response Institute (HCRI)
UK-Med supports the education and training of humanitarian healthcare workers, and in particular facilitates the recruitment and training of UK healthcare workers for the UKEMT. UK-Med values highly its academic role, not only in the teaching and training programmes that it delivers, but also its contribution to academic research through its link with the HCRI at The University of Manchester. To support this link, UK-Med has a Memorandum of Understanding with HCRI, where the team is located and all posts are based. The Chief Executive post will be linked to an honorary appointment at HCRI [http://www.hcri.manchester.ac.uk](http://www.hcri.manchester.ac.uk)

UK-Med is a charitable incorporated organisation (CIO) with a Board of Trustees and an annual turnover of £1.5 million. UK-Med is made up of 16 high quality staff organised into Operations, Training & Membership, and Finance & Systems teams. A Clinical Advisory Board has oversight of the strategic clinical governance of the organisation.
The Role

This is an exciting and important time for UK-Med. There has been a rapid period of growth over the last few years and now we are looking to recruit an energetic leader to consolidate and further develop the organisation.

- The CEO will be a senior healthcare professional, experienced in successfully responding to humanitarian emergencies, and able to provide leadership and vision to UK-Med while taking overall strategic and operational responsibility. Accountable to the Board of Trustees, externally the CEO will initiate and secure wider funding and programmes of work to further strengthen UK-Med and its future and internally further develop the relationship with our host partner, HCRI. An academic (research/teaching) background or experience will be advantageous in this regard.

- The CEO will be responsible for the delivery of the accountable grant from DFID to support the UK EMT programme recently verified by WHO as a EMT Type 1, 2 and a specialized cell for rehabilitation. They will work closely with our partners in DFID, Handicap International and the Fire and Rescue Service to ensure the UKEMT is always ready to deploy when required by the UK Government. Previous experience of leadership, or in a senior management position, of a humanitarian NGO will be critical to enable the ongoing development of the organisation and to provide oversight to the delivery of the UKEMT alongside other programmes of work.

- The CEO will consolidate and maintain UK-Med’s national and international reputation by developing strategic relationships with donors, UN agencies, government departments, international NGO’s, academic and clinical partners, and advocating on behalf of UK-Med at national and international meetings.

- As the UKEMT programme matures, we are looking to the CEO to revisit UK-Med’s capacity to deploy independently of government, and direct a programme of work that will lead to verification of UK-Med by WHO as a Type 1 EMT (fixed and/mobile) and specialist surgical cell.

- The role is primarily desk based in Manchester, UK. However, the post holder will be required to travel nationally and internationally and also be available to deploy with UK-Med at short notice as part of an emergency response.

- The post-holder will report to the Board of Trustees and will work closely with the Medical Director and the Director of Programmes in the strategic development of the organisation. They will be responsible for line management of these positions.
Key Responsibilities

- Work with the Chair to develop and support a strong Board of Trustees, reporting to the Board on a regular basis and building their involvement with shaping the strategic direction of UK-Med.

- Responsible to the Board for the management and stewardship of resources (financial and human) and for all governance issues to ensure that UK-Med operates efficiently and effectively as an organization.

- Develop and communicate the vision and direction of UK-Med to its staff, HCRI and external stakeholders.

- Oversee the production and maintenance of strategic and operational plans to develop UK-Med and its emergency registers.

- Lead and develop the senior management team, ensuring that all staff understand and work within the values of the charity, in a productive and supportive workplace.

- Establish effective relationships with the donor and NGO communities and relevant government departments in order to support the needs of UK-Med’s emergency registers and contribution to emergency mobilization.

- Ensure excellent programme delivery, particularly of the UKEMT, with rigorous evaluation to maintain a record of our success that can be communicated to staff, Trustees, funders and other stakeholders.

- Ensure that UK-Med’s funds are used efficiently to meet contractual requirements, ensuring long term financial stability and to best meet the mission of the charity.

- Publish and communicate programme results and vision, to ensure that UK-Med has strong visibility amongst the emergency response community and key stakeholders.

- Identify and develop strategic opportunities to expand work to meet UK-Med’s mission including the development of strategic partnerships and of major grant proposals to donors.

- Manage the ongoing relationship between UK-Med and HCRI and other University research groups; identifying strategic opportunities for future collaboration.

- Advise on national and international regulatory developments and oversee, review, and approve policy and process changes as necessary.

- Direct and support the Medical Director and Operations Manager in the preparation of teams for deployment and work closely with the wider management team to facilitate the deployment process in the event of a humanitarian emergency.

- Contribute advice and guidance to the design and development of UK-Med research programmes.

- Advocate for and promote the work of UK-Med at international and national conferences, events and meetings and to the media.
**Person Specification**

**Qualifications**
- A first degree in a relevant discipline eg. nursing or medicine.
- A higher degree in a related global health or humanitarian discipline or an understanding demonstrated by significant working experience in these sectors.
- Current registration with the relevant regulatory body.
- Additional specialist qualification.
- Registered specialist of consultant status or equivalent.

**Knowledge, Skills and Experience**
- Excellent understanding of the humanitarian sector and emergency medical response in particular.
- Excellent leadership skills appropriate to an emergency response organization.
- Excellent knowledge of the WHO Emergency Medical Team programme.
- Visionary and results-oriented strategic thinker.
- Commitment to delivering quality programmes.
- Ability to understand, develop and implement organisational and donor policies.
- Strong team leader and confident networker with strong communication skills.
- Ability to influence external partners and stakeholders to secure mutually beneficial outcomes.
- Sufficient understanding of charitable finances to ensure financial stability of the organisation.
- Significant and credible experience of leadership relating to emergency medical response, global health or humanitarian programmes of work.
- Experience of:
  - Leading a humanitarian NGO and management of a medical programme within a humanitarian NGO.
  - deployment as a team leader to an emergency medical response.
  - developing successful grant applications for funding and large grant management.
  - development and implementation of organisational standards, systems and processes.
  - representing an organisation effectively at a senior level with external stakeholders including government departments, NGOs and the NHS.
  - strategic and operational planning and decision making.
  - working with Boards of Trustees within a UK based charity or NGO.
  - financial oversight to ensure the proper use of restricted and unrestricted funds within a UK based charity.
  - managing teams and individuals, with an ability to motivate and give support where needed.
  - contributing to the design, development and delivery of research programmes.
Terms & Conditions

Job Title: Chief Executive
Reports To: Board of Trustees, UK-Med
Organisation Unit: Senior Management Team, UK-Med
Location: Manchester, UK
Start Date: 1 November 2017
End Date: 31 December 2020 with possible extension
Salary: To be agreed
Hours: Full Time; Monday to Friday, 9.00am to 5.00pm
On-call: Required to be on-call and available to deploy with UK-Med at short notice as part of the UKEMT.

Probation period: 6 months
Notice period: 6 months
Relocation: A relocation package is available
Travel: Required to undertake travel both within the UK and internationally on a regular basis.
Recruitment Process

How to apply
Applicants should apply by submitting:

- a current CV with full contact details
- a supporting letter of application addressing suitability for the post based on the criteria outlined in the essential Qualifications, Knowledge, Skills and Experience section of this recruitment pack
- indication of current salary or salary expectations
- period of notice to be worked in current position

To be submitted to recruitment@uk-med.org

Closing date: Monday 11th September 2017 at 5pm

Interviews will be held in Manchester on 12th & 13th October 2017

Applicants must be eligible to work in the UK in order to comply with the requirements of the UK Visa and Immigration Service.

For an informal discussion about this post, in the first instance please email:

Professor Tony Redmond, CEO
tony.redmond@manchester.ac.uk
or
Roy Daley, Director of Programmes
roy.daley-2@manchester.ac.uk