



Recruitment Manager

Candidate Information Pack

August 2022

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Introduction



This is an exciting time to join UK-Med. We have expanded significantly over the last few years and have an ambitious strategy in place for growth.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time.

The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency healthcare. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the

future.

Our people work together to:

- **Respond:** rapidly to emergencies, delivering the expertise needed to support local health services and save people's lives.
- **Prepare:** health staff through training and capacity building, enabling health services to be better prepared for emergencies.
- **Learn:** and share learning worldwide through our academic partners, ensuring patients get the best care.

We are very excited about our plans to meet these challenges and to grow UK-Med and I hope you will join us on this exciting journey.

David Wightwick
UK-Med Chief Executive Officer

Advert

Role: Recruitment Manager
Salary: £35,000 – £40,000 gross annual
Hours: Full-time
Duration: Permanent contract
Location: UK-Med Office, Manchester, UK with hybrid working (approximately 30% on-site)

Can you provide an excellent end-to-end recruitment process to find us the people we need to provide life-saving healthcare in humanitarian emergencies?

Humanitarian health needs are growing. We are seeking a skilled HR professional with the experience to help recruit, vet and mobilise and engage our staff and members. Our medical teams respond to disasters around the world and we work with local emergency teams to build their resilience to future threats. Our work has never been more vital, with disasters becoming more frequent, complex and severe. Can you help build a world prepared to help?

As our new Recruitment Manager you will play a key role in ensuring UK-Med attracts and selects great people to join our teams. You will make sure we have the right personnel in our core staff team (currently 50-60 people), in our Country Programmes, and in the UK-Med Register of 1000 medical and non-medical international responders. You will bring expertise in recruitment and selection, the ability to inspire, mentor and develop colleagues and a passion for working thoroughly at high pace.

Our ideal candidate will be passionate about both UK-Med's humanitarian mission and about the challenge of recruiting the best people for every role. You will be experienced and expert in recruitment and selection and a strong team-player willing to partner across the HR function and whole organisation to support managers.

You will be comfortable working at pace and thrive on achieving challenging objectives and meeting rapidly changing demands. You will have a track record of improving systems and processes and a sound understanding recruitment best practice. Experience working internationally, particularly in humanitarian emergency response, is an advantage but not essential.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference through humanitarian work. UK-Med is a growing and developing organisation with a committed team of staff, volunteers and members. This role is a truly exciting opportunity to help develop our people services to meet the challenges and opportunities our growth present.

How to apply

To apply, please submit a **current CV** and a **supporting letter (2 pages)** through our [online jobs portal](#). Your covering letter must include a **detailed** explanation of your suitability for this post with **specific reference to the criteria** in the person specification

Applications must be submitted no later than **Wednesday 7 September 2022**.

Applications for work in the UK can only be accepted from people with an existing right to work in the UK.

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

About UK-Med

UK-Med (www.uk-med.org)

We're a charity and our medical teams respond to disasters around the world. We work with local emergency teams to build their resilience to future threats.

UK-Med has been responding to emergencies since 1988, when a team of eight Manchester clinicians led by our founder Prof. Tony Redmond, went to Armenia in aid of those who had been hit by a devastating earthquake. When Ebola hit West Africa in 2014, killing over 11,000 people, we recruited, trained and sent 150 NHS clinicians to work in treatment centres alongside local health workers to help bring the outbreak under control.

We have deployed clinicians following numerous large-scale natural and manmade disasters, treating patients in emergencies in Armenia, Iran, China, Haiti, Nepal, Cape Verde Islands, Sierra Leone, Bangladesh, the Philippines, Gaza, Samoa, the Kurdish refugee crisis and the Siege of Sarajevo. We have delivered training to thousands of healthcare workers in local and regional medical teams in Sierra Leone, South Sudan, China, Malawi, Myanmar, Armenia and Uganda.

Our core staff team of around 30 provides programme management and technical health expertise, logistics, fundraising and communications, finance, HR and administrative support. Our humanitarian responses are staffed by our membership - a combination of volunteers seconded from NHS employers and experienced NGO workers hired on a contingent basis for specific responses. Currently we have a membership of around 1000 people (mostly healthcare professionals and experienced NGO support staff) who have been through selection procedures, vetting and induction/training.

The UK EMT

We are a partner in the UK Emergency Medical Team (UK EMT), the front line of the UK government's response to a humanitarian crisis overseas, funded by the Foreign, Commonwealth and Development Office (FCDO).

We prepare rapid deployment teams ready to respond to various health emergencies anywhere in the world within twenty-four hours. We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams or full self-sufficient treatment centres.

The EMT network is driven by the World Health Organisation (WHO) and ensures that teams that respond following disasters are well trained, self-sufficient and have the skills and equipment to respond effectively rather than imposing a burden on the national system.

UK-Med Vision, Mission and Values

Our Vision

A world where everyone has the healthcare they need when crises or disasters hit.

Our Mission

We save lives in emergencies.

When health services are overwhelmed, we get expert health staff to where they're needed fast.

We help communities prepare for future crises.

We Value:

Excellence

We set high standards for ourselves and the organisation. We strive to be outstanding in everything we do.

Determination

We have a can-do attitude and thrive on problem solving. No matter what the challenge, we explore all options so if there's a way, we'll find it. We don't give up easily.

Compassion

We care about people. The health and wellbeing of our patients and our people is central to everything we do.

Learning

We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

Collaboration

Working in partnership with stakeholders, communities and colleagues is key to the success of our work. We respect the skills, knowledge and experience of those we work with and take care to listen and adapt to change.

Job Description

Job Title	Recruitment Manager
Reports to	Head of HR Operations
Duration	Permanent
Hours	Full-time
Place of work	UK-Med Office, Manchester, UK. Potential for short-term international deployment.

Purpose of role

To provide a fast, efficient and best in class recruitment service to rapidly fill vacancies from role design through to contracting.

Key responsibilities

Recruitment, selection and hiring of HQ staff, international programme staff, consultants and registers of international responders

1	Design and oversee recruitment and selection processes to rapidly fill vacancies with high quality candidates
2	Plan a schedule of recruitment processes to grow and refresh membership of the UK-Med Register, in line with workforce planning
3	Support managers with role design and person specification to ensure clear requirements that can be assessed through selection processes
4	Lead on the design of effective selection processes (including using behavioural interviews, presentation questions, work sample tasks and other tools) working in conjunction with recruiting managers and in line with HR best practice
5	Plan and implement recruitment campaigns, identifying the best strategies for attracting candidates and channels for advertising
6	Ensure good information is available for candidates about UK-Med, our terms and conditions and specific roles
7	Ensure that all recruitment processes comply with UK-Med policies and principles, including safe recruitment (i.e. safeguarding standards) and Equality, Diversity and Inclusion (EDI)
8	Make offers to candidates and prepare contracts in line with agreed parameters
9	Ensure that effective vetting/onboarding checks are completed in partnership with colleagues
10	Ensure that an effective induction is planned for new starters in partnership with colleagues
11	Ensure that recruitment and selection is compliant with relevant external regulations including CAA Known Consignor Status

12	Ensure that applicants / appointed people have necessary rights to work in line with UK-Med policies and procedures
Continuous improvement and process development	
13	Develop UK-Med's employer brand and candidate attraction strategies, ensuring that we are well placed to attract great people in competitive markets
14	Review and improve recruitment and selection processes ensuring that these are designed to achieved pace, efficiency and effectiveness
15	Optimise use of UK-Med's Applicant Tracking System to support recruitment and selection processes
16	Develop plans for partnerships and event attendance to promote UK-Med as an employer and as an organisation for NHS professionals to engage in humanitarian work
17	Attend conferences and events as necessary to promote UK-Med as an employer
18	Contribute to workforce planning to ensure that recruitment activities meet future staffing needs
Staff management	
19	To line-manage recruitment assistant(s), coaching and supporting their development, directing their work to ensure achievement of organisational objectives, and inspiring them to high performance
Documentation, information management and record keeping	
20	Ensure that recruitment records are accurately maintained and managed in line with Data Protection regulations, and to demonstrate compliance with relevant regulatory standards (e.g. Medicines and Healthcare products Regulatory Authority, Civil Aviation Authority, UK Visas and Immigration)
21	Ensure that there is a comprehensive and up to date collection of recruitment and selection materials (e.g. adverts, job descriptions, person specifications, interview templates) for all roles likely to need rapid recruitment
22	In conjunction with colleagues, produce relevant and timely management information relating to recruitment
Safeguarding	
20	Comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
21	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
22	Ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
23	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.

24	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
25	Comply with all health and safety policies and procedures.
26	Undertake training and comply with vetting and health requirements (including CRB / police checks, referencing, health screening and vaccination requirements) appropriate to the role as specified by UK-Med.
27	Treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
28	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

During a response – this role may require travel with medical teams during a humanitarian health response.

D1	When required, deploy internationally with UK-Med health responses or to undertake HR casework
D2	Lead recruitment of national staff for UK-Med and UK EMT Responses
D3	Handle employment relations and safeguarding casework in the field, including handling repatriation processes if necessary
D4	Ensure that field operations are implementing UK-Med standards for HR data management and staff management
D5	Monitor working time / days and ensure that accurate records are maintained for payment and contracting purposes
D5	Provide timely information on emerging staffing needs to colleagues to allow for timely recruitment and contracting
D6	Assist in other roles in the deployment as required, including finance, administration and communications activities

Person Specification

Recruitment Manager

Qualifications / Professional Memberships		
1	Level 5 / Degree / Postgraduate Diploma in Recruitment or Human Resource Management (or equivalent knowledge and experience)	Desirable
2	Membership of a recruitment or human resources professional body (e.g. CIPD)	Desirable
3	Other relevant qualifications or training	Desirable
Knowledge, Skills and Experience		
4	Excellent theoretical knowledge of recruitment and selection practice	Essential
5	Demonstrable experience of running multiple recruitments simultaneously and at pace	Essential
7	Awareness of and commitment to best practice in relation to safeguarding, child protection, and equality, diversity and inclusion	Essential
8	Excellent IT skills and a confident user of Microsoft Office and database software	Essential
9	Excellent verbal and written communications skills	Essential
10	Strong organisational skills with experience of managing multiple tasks and the ability to prioritise	Essential
11	Excellent interpersonal and negotiation skills, with the ability to influence and build consensus and partnerships	Essential
12	Previous experience in a relevant sector, ideally with field experience in humanitarian / development contexts	Desirable
13	Previous experience in the NHS / healthcare sector	Desirable
14	Personal experience of working in emergency humanitarian responses	Desirable
15	Experience of working with membership / voluntary sector organisations	Desirable
16	Experience of managing recruitment staff and ensuring their development as professionals	Desirable
Personal Attributes		
17	Flexible, can-do attitude and good team player.	Essential

17	Approachable and professional, with the ability to build rapport with a wide range of stakeholders to forge excellent working relationships	Essential
18	Energetic and resilient individual who thrives in a fast-paced and rapidly-changing environment	Essential
19	Goal-orientated, with the ability to set clear objectives and plans to achieving them	Essential
20	Commitment to UK-Med's humanitarian mandate and passionate about putting patients at the heart of UK-Med's communications	Essential
21	Able to apply the required technical and professional expertise to the highest standards; promote and share best practice within UK-Med	Essential
22	Willingness to submit to medical and safeguarding checks required to ensure suitability	Essential
23	Willingness to work some weekends and evenings if required	Essential
24	Willingness to deploy with UK-Med overseas as required	Desirable

Key terms and benefits

Salary:	£35,000 - £40,000 gross annual
Working hours:	You will be required to work the hours as are necessary for the proper discharge of the duties with the notional requirement being 35 hours per working week. Work will normally be undertaken in office hours, Monday to Friday, but weekend and evening working will be required.
Annual Leave:	25 days per year plus 8 public holidays.
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme for UK-based staff.
Deployment:	You may be required to travel in support of our international programmes of work. To do so you must be fit to deploy and agree to undertake medical assessments to confirm this fitness.
Safeguarding:	To ensure the suitability for the role's work with both adults and children, an assessment of suitability to work with these groups will be completed which will include a DBS / police checks. Suitability for this work is a condition of employment.
Professional requirements:	Membership of professional bodies is not a requirement but may be an advantage
Term of contract:	Permanent



Building a world
prepared to help