



Field Manager - Ukraine

Candidate Information Pack

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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 strategic objectives address four main problems faced when providing emergency healthcare following a disaster:

- **Emergency response:** There are only a small number of international agencies and WHO verified Emergency Medical Teams capable of responding globally, at speed and scale, to spikes in need.
- **Providing expertise:** There are not enough medical and coordination staff as there are challenges recruiting, retaining and training the numbers required to meet growing need.
- **Raising standards:** The sector lacks consistency and consensus on training and accreditation for international health professionals.
- **Building resilience:** First response and continued support is most effective when provided by health professionals based within the country affected. Significant investment in training for staff is required to achieve this.

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:	Field Manager
Hours:	Full-time
Pay:	Negotiable, normal scale £3,800 - £4,5000 per calendar month
Location:	Ukraine
Duration:	3-6 months

Can you provide excellent leadership and management for our humanitarian health programming in Ukraine?

UK-Med is a humanitarian NGO that has been responding to disasters for over thirty years. We prepare and equip medical teams, both in the UK and worldwide, so they are ready to respond when epidemics, conflict and natural disasters hit. We are core partners, providing the clinical component and key support structures of the UK Emergency Medical Team (UK EMT) in line with WHO standards.

We are recruiting up to 4 Field Managers to provide day-to-day management, coordination and leadership to the field team across a particular geographic area, ensuring all team members are able to fulfil their objectives in a complex, dynamic and uncertain context. Field Managers will report directly to the Head of Mission and duties will include:

- Programme management and ensuring effective programme delivery
- People leadership, including direct line management of staff
- Communication with and reporting to Head of Mission
- Ensuring effective administration and logistics for programme activities
- Ensuring the programme runs in line with donor requirements, including ensuring effective financial management
- Ensuring effective security management
- Ensuring an effective safeguarding approach across the programme

Our ideal candidates will have demonstrable understanding of humanitarian relief work and capacity building, including relevant experience in a field-based humanitarian context. You will have proven experience of managing and coordinating emergency programmes in complex and insecure environments, including experience of security management in insecure environments.

You will be able to demonstrate how you have led people and teams to successful delivery in demanding environments, and applied your management skills to build impactful programmes.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference through an influential role in humanitarian programming.

How to apply

To apply, please complete the questions and submit your CV and covering letter through our [Online Jobs Portal](#).

The deadline for applying is Monday 14 November, however we will be reviewing applications on an ongoing basis and so encourage you to apply as soon as possible.

The question you will be asked to answer are:

- Applicants must have an existing right to enter Schengen Zone countries in order to transit to Ukraine e.g. citizenship/residence of a Schengen Zone country, or an ETIAS eligible country. Do you have an existing right?
- Please state what right to work you hold in the Ukraine? E.g. Right to work in the Schengen area/ Ukrainian citizen/ specific Visa. Please state details. Not sure what Schengen rights are? Follow this link (<https://www.etiasvisa.com/etias-requirements>)

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 train and deploy medical teams and specialists to save lives when epidemics, conflict and natural disasters hit. As disasters grow more frequent, severe and complex there has never been a greater need to respond quickly and effectively. We believe in a world prepared to help.

It started in 1988 with a team of eight Manchester clinicians led by our founder Tony Redmond, when a huge earthquake ripped through Armenia. Teams continued to deploy throughout the 1990's and 2000s, and when Ebola struck West Africa in 2014 UK-Med stepped up. We recruited and trained the one hundred and fifty UK clinicians who worked alongside local medical teams, other NGOs and DFID to bring the outbreak under control.

UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call who are ready to respond to disasters 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, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

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 changes in need.

Job Description

Job Title	Field Manager
Place of work	Ukraine
Purpose of role	
<p>The Field Manager is the representative of UK-Med in the assigned geographic area, accountable for all operational aspects of the programme within that area. With proven experience of delivering programmes in insecure environments, provides day-to-day management, coordination and leadership in the field team, ensuring all team members are able to fulfil their objectives in a complex, dynamic and uncertain context.</p>	
Key responsibilities	
Security Management	
1	To oversee security management of UK-Med operations in the assigned area within Ukraine and responsible for implementation of agreed security protocols together with the in country security manager
2	To be accountable for day-to-day security related decision-making
3	To coordinate with the Head of Mission on maintaining up-to-date situational analysis
People, leadership and human resources	
4	Responsible for identifying staffing needs in coordination with the Head of Mission and working with HR on resourcing them
5	Responsible for the line management of all personnel deployed to the assigned field site, providing oversight and guidance to enable staff to successfully perform in their positions
6	To support the Head of Mission on decision making on international staff health issues while on deployment
7	To create and maintain a positive working environment built on UK-Med's values and ensuring the conditions for people to thrive in their work
8	To identify and manage disciplinary and grievance matters in consultation with the HR & Membership Team
Programme Management	
9	To lead the implementation and maintenance of project activities by coordinating the optimal use of medical, logistical, financial and human resources
10	To collaborate with the Medical Coordinator and Head of Mission on developing our overall strategy
11	To implement and maintain a regular system of progress monitoring and evaluation against programme objectives and regular communication with the Head of Mission and Medical Coordinator on progress challenges

12	To ensure administration processes are in place in order for the field team to carry out and maintain operations (field budget and cash, staff compliance to procedures, etc.)
13	To establish clear and regular team briefings (daily)
Safeguarding	
14	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
15	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion
16	Ensure that programming is developed and managed in line with UK-Med's commitment to Safeguarding, including supporting safeguarding investigations where appropriate
General duties	
17	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy
18	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery
19	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts
20	Comply with all health and safety policies and procedures
21	Undertake training and comply with vetting requirements and health requirements (including DBS / police checks, referencing, health screening and vaccination requirements) appropriate to the role as specified by UK-Med
22	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
23	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work

Person Specification

Field Manager

Qualifications / Professional Memberships		
1	Any relevant medical qualifications (eg. Nurse, MD, MPH)	Desirable
Knowledge, Skills and Experience		
2	Proven experience of managing and coordinating emergency programmes in complex and insecure environments	Essential
3	Substantial and demonstrable understanding of humanitarian relief work and capacity building with relevant experience in a field-based humanitarian context	Essential
4	Significant experience of security management in insecure environments	Essential
5	Significant experience of leading people and teams to successful delivery in demanding environments	Essential
6	Highly developed strategic planning skills with ability to build impactful programmes and influence coordination and response mechanisms	Essential
7	Experience in project cycle management including proposal development, budgeting and reporting, monitoring and evaluation	Essential
8	Advanced skills in leadership: able to lead an interdisciplinary international and national staff team, including challenging, motivating and developing the team	Essential
9	Ability to scan the environment, anticipate changes, be comfortable with ambiguity and deal with a large number of elements interacting in diverse and unpredictable ways	Essential
10	Proven influencing and negotiating skills with internal and external audiences	Essential
11	Excellent planning, coordination and prioritisation skills and proven capacity to undertake varied tasks to tight deadlines	Essential
12	Strong critical thinking and analytic skills	Essential
13	Strong verbal and written communication	Essential
14	Fluent in English language (UN Level 3 minimum)	Essential
15	Experience in developing concept notes and donor proposals	Desirable
16	Strong budget management experience	Desirable

17	Proficiency in Ukrainian language	Desirable
Personal Attributes		
18	Able to carry out the responsibilities of the role that they are assigned to, in a way which reflects UK-Med's commitment to safeguarding vulnerable groups and is in accordance with the Safeguarding Policy	Essential
19	Is committed to UK-Med's vision, mission, values and approach	Essential
20	Understands that the management of risk is not just solely UK-Med's responsibility but is equally the responsibility of every registered member, and it is expected that they will play their part in: <ul style="list-style-type: none"> - Finding out what UK-Med mean by risk, and by identifying, reporting and managing the risks associated with your role; and - Operate within the policies, procedures and controls laid out by UK-Med from time to time 	Essential
21	Able to demonstrate ability to ensure programme quality and impact, ability to be accountable for own work and make decisions in high pressure environment	Essential
22	Is a patient and good communicator (oral/written), who can function well in a working environment that involves a lot of diversity of cultures, languages and personal interests and agendas	Essential
23	Behavioural role model for peers and fellow team members and inspirational leader	Essential
Practical requirements		
24	Available immediately or within a short timescale	Essential
25	Existing right to work in Ukraine and travel through transit countries	Essential
26	Fit to deploy to Ukraine; willing and able to complete and pass medical clearance processes	Essential
27	In good standing with a history of good conduct; willing and able to undergo and pass UK-Med safeguarding vetting processes	Essential
UK-Med Core Humanitarian Competencies		
28	Understands operating contexts, key stakeholders and practices affecting current and future humanitarian interventions	Essential
29	Is accountable for own work and uses resources effectively to achieve lasting results	Essential
30	Develops and maintains collaborative and coordinated relationships with colleagues, stakeholders and staff	Essential
31	Operates safely and securely in pressured environments	Essential
32	Adapts to pressure and change to operate effectively within humanitarian context	Essential

33	Demonstrates humanitarian values and principles, and motivates others to achieve results in complex situations, independent of role, function or seniority	Essential
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Key terms and benefits

Salary:	Negotiable, normal scale £3,800 - £4,5000 per calendar month
Working hours:	Full-time; you will be required to work the hours as are necessary for the proper discharge of duties.
Annual Leave:	33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be taken)
Safeguarding and sanctions:	<p>To ensure the suitability for the role’s work with both adults and children, and/or work within regulated environments (CAA, MRHA) an assessment of suitability for this work will be completed which will include DBS / police checks. For work in some countries or funded by some donors we will also run an comprehensive sanctions / suitable person check.</p> <p>Suitability for this work is a condition of employment.</p>
Health and medical:	<p>Health clearance as ‘fit to deploy’ by our occupational health provider is an essential requirement for deployment in this role.</p> <p>You must complete course of all required vaccinations to be cleared for deployment.</p>
Professional requirements:	There are no required professional memberships although relevant memberships may be an advantage.
Term of contract:	3-6 months

UK-MED

Building a world
prepared to help