



Programme Manager – Capacity Building for Outbreak Response

Candidate Information Pack

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uk-med.org

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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 medical aid. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

At UK-Med, we 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.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 10,000 people have already received direct support or training from UK-Med as a result.

In June 2022, we were awarded EMT (Emergency Medical Team) status by the World Health Organization. A month later, we were formally appointed to provide EMT services for the UK government. As such we are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	Programme Manager – Capacity Building for Outbreak Response
Hours:	Full-time
Remuneration:	£36,000 - £42,000 based on experience
Duration:	18-month fixed term contract (with the possibility of extension)
Location:	Remote or Manchester, UK (Hybrid working available)

Are you an experienced Programme Manager that has the ability to implement and coordinate capacity building activities for our NGO partners?

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years towards a world where everyone has the healthcare they need when crises or disasters hit.

The overall aim of UK-Med's National Capacity Building capability is to work with partners and health staff to strengthen response skills in order to enable health services to be better prepared for emergencies.

The Programme Manager plays an essential role in ensuring that UK-Med delivers high-quality capacity building activities, manages relationships effectively and contributes actively to the strategic direction of the work of the READY Initiative¹. The Programme Manager works closely with the Head of Learning & Capacity Building on delivering UK-Med's responsibilities in the READY initiative and in developing strategic direction and vision for UK-Med's capacity building portfolio in line with our Capacity Building Approach.

The Programme Manager is an experienced humanitarian professional with a wealth of experience in working successfully in consortia, managing complex projects, and delivering quality capacity building training programmes. Furthermore, the Programme manager is passionate about building networks, working directly with partners and is able to see and explore opportunities for collaboration effectively.

How to apply

To apply, please submit a **current CV and a supporting letter** (2 pages) that includes:

- A detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification
- Full contact details
- Where you saw this role advertised

Applications must be submitted through our [online jobs portal](#) no later than **Friday 18th of November 2022**

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.

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

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 Ready Initiative

The READY Initiative is a USAID funded programme where a consortium of partners, led by Save the Children US, work to ensure that Humanitarian NGOs have the tools, knowledge, and skills to support crisis-affected communities and local authorities more effectively in response to major epidemics and pandemics. Between 2022-24 READY will be delivering two overall purposes:

- 1) Increase capacity of humanitarian NGOs for response to major disease outbreaks
- 2) Systematic capturing, dissemination, and application of learning from COVID-19 and other epidemics/pandemics.

UK-Med's role in the consortium is to co-lead the delivery of purpose 1 and one of our major activities is to lead, innovate and deliver the Operational Readiness Training Programme for Major Disease Outbreak Response.

Please visit: <https://www.ready-initiative.org/> to know more about the programme.

UK-Med Vision, Mission and Values

Vision

People affected by epidemics, conflict and natural disasters receive high-quality emergency medical care.

Mission

To provide high-quality essential health care in response to natural and man-made disasters.

Values:

Excellence – The emergency medical care and training we provide is of the highest standard, recognised by both the World Health Organisation and UK government.

Accountable – Our patients, colleagues, partners and donors are at the core of what we do.

Professional – We work to professional standards and interact in a professional manner.

Collaborative – We work with partners and other medical teams to ensure people affected by disasters receive the best possible care.

Effective – We work where the need is greatest, adapting our actions to the specific context.

Altruistic – Saving lives and alleviating suffering is our drive.

Job Description

Programme Manager

Job Title	Programme Manager - Capacity Building for Outbreak Response
Reports to	Head of Learning & Capacity Building
Duration	18-months Fixed Term (with possibility of extension)
Hours	Full-time
Place of work	Remote or Manchester, UK

Purpose of role

The overall objectives of the role as Programme Manager are to:

1. Lead on delivering UK-Med’s responsibilities related to capacity building activities in the READY initiative whilst consistently maintaining and building excellent professional relationships.
2. Contribute actively to the wider UK-Med National Capacity Building strategy, portfolio and expansion
3. Coordinate learning and best practices with National Capacity Building, Register Preparation Training, MEAL and wider organisational colleagues.

Key responsibilities

Professional Relationships

1	Effectively represent UK-Med in the READY consortium, including maintaining great working relationships with consortium partners.
2	Effectively represent UK-Med and READY in establishing effective relationships with National /International partner NGOs.
3	Participate in and contribute to UK-Med core team meetings, activities and working groups as required, including chairing the internal READY project team.
4	Contribute to building UK-Med’s network through the delivery activities in READY.

Project Management

6	Continuous tracking and monitoring of activities against deliverables to ensure that deadlines are kept and to enable accountability towards donors, UK-Med and READY partnership
7	Continuous monitoring and quality assurance of UK-Med’s activities in READY to ensure learning & improvement and delivery of high-quality activities
8	Contribute actively to frequent donor reporting responsibilities and undertake reporting against READY log frame.
9	Contribute READY achievements and activities to UK-Med organisational log frame.
10	Line and/or task management duties as may be required.

Training Coordination and Quality Assurance

11	Lead engagement and recruitment activities related to identifying participant organisations in close collaboration with READY partners.
12	Lead coordination of all communication, planning, and operational activities related to training delivery.
13	Identify and establish faculty relevant to individual organisations from within UK-Med, the READY partnership and external consultants.
14	Work closely with READY partners and participant NGOs on making each training delivery bespoke and relevant to the specific organisations and contexts.
15	Liaise with training faculty and wider READY partnership to ensure overall training quality.
16	Lead coordination and delivery of online training activities.
17	Participate in delivery of all in-personal trainings as member of faculty and to ensure quality and consistency.
18	Represent UK-Med and the wider READY partnership in effective communication and collaboration with participant International and National NGOs.
19	Lead evaluation and learning process after each training delivery to ensure continued high quality of activities as well as organisational learning is achieved.

Leadership & Reporting

20	Participate in development and implementation a 5-year National Capacity Building Strategy in close collaboration with colleagues to promote organisational approach and ensure alignment with both team and organisational strategy.
21	Ensure consistent quantitative and qualitative reporting against UK-Med's Training Evaluation Framework, and communicate learning and best practices with the wider team and organisation
22	Ensure consistent reporting against Learning & Capacity Building Team and wider organisational Key Performance Indicators
23	Effectively communicate and coordinate between management in the Learning & Capacity Building Team
24	Effectively communicate and coordinate between Learning & Capacity Building Team and other departments such as Health, Operations and HR & Membership
25	Consistent budget monitoring and expenditure tracking as relevant

Other

26	Coordinate and contribute to UK-Med's training development responsibilities in the READY partnership in close collaboration with Head of Learning & Capacity Building.
27	Contribute actively and effectively to the strategic direction and quality of all READY learning resources and activities as needed in close collaboration with Head of Learning & Capacity Building.

28	Contribute actively to the successful delivery of the 2-year READY programme in close collaboration with Head of Learning & Capacity Building.
Safeguarding	
29	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.
30	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
31	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
32	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
33	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
34	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
35	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.
36	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

Person Specification

Programme Manager

Qualifications / Professional Memberships		
1	Professional qualification in International Relations, Public Health, Tropical Medicine & Hygiene	Essential
2	Humanitarian/ Global health experience.	Essential
3	Professional qualification in adult learning / Learning & Development or demonstrated experience within this area.	Desirable
Knowledge, Skills and Experience		
4	Considerable experience in successful project management of complex multi-partner projects in humanitarian programming.	Essential
5	Must be able to demonstrate significant experience working successfully in consortia.	Essential
6	Experience in successfully coordinating and contributing to delivery of capacity building projects.	Essential
7	Must be able to demonstrate significant experience of working with/in INGOs and NNGOs.	Essential
8	Experience in humanitarian sector.	Essential
9	Experience in delivering and supporting health programming and/or emergency response in humanitarian settings.	Desirable
10	Experience in co-development of programmatic strategies to ensure high standards of learning as well as clear direction of capacity building activities	Desirable
11	Excellent coordination skills	Essential
12	Excellent, flexible and adaptable verbal and written communication skills.	Essential
13	Excellent and adaptable communication style and approach to working.	Essential
14	Excellent interpersonal and team working skills.	Essential
Personal Attributes		
15	A desire to work in a challenging multi-partner setup and finding effective ways of aligning different ways of working.	Essential

16	Ability to adapt working and communication style according to need and context.	Essential
17	A positive and flexible approach to problem solving.	Essential
18	Resilient individual who thrives in a fast-paced and rapidly changing environment.	Essential
19	Highest standards of integrity and professional conduct.	Essential
20	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do.	Essential
Practical requirements		
21	Willingness and suitability to travel internationally for in-person training delivery and coordination meetings for up to 10-12 weeks annually.	Essential
22	Willingness to work across several time-zones as main partners of the READY Initiative are based in the US and UK.	Essential
23	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential

Key terms and benefits

These terms relate to a UK based role. Different terms may apply for outside of the UK but will be Comparable.

Salary:	£36,000 to £42,000 gross annual depending on experience
Working hours:	You will be required to work the hours as are necessary for the proper discharge of the duties. 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.
International Travel:	The postholder is required to travel 10-12 weeks annually to deliver the responsibilities of the role.
Safeguarding:	To follow UK-Med safeguarding practices as required within the role.
Professional requirements:	Membership of professional bodies is not a requirement but may be an advantage.
Term of contract:	18 months with possibility of extension.

UK-MED

Building a world
prepared to help