



Grants and Compliance 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 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:	Grants and Compliance Manager
Hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery
Remuneration:	Up to £3500 per month (dependent on experience)
Duration:	Till 31st of May 2023 – with possible extension
Location:	Dnipro and other various locations in Ukraine.

This role is part of our Ukraine Programme and will be carried out within Ukraine

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 (<https://www.etiasvisa.com/etias-requirements>).

Do you have experience in managing multi-donor funded humanitarian programmes?

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.

We are now seeking to recruit a Grants and Compliance Manager to assist in the management of our multi-donor funded programme across Ukraine.

The role will support the Country Director and UK based HQ Operations Team in building and maintaining Country Programme capacity and knowledge of our grants and support UK-Med in ensuring we are compliant under contractual terms.

Ideally, you will have prior experience of managing grants and working with international donors and your interpersonal skills allow you to foster positive and inclusive relationships with ease.

You will also find yourself working collaboratively across all UK-Med departments, contributing to new proposal development, co-ordinating reporting and being with focal point for donor liaison.

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

You will have a positive and flexible problem-solving approach and be willing, able, and ready to deploy to support all UK-Med programmes and projects.

How to apply

To apply, please submit a **current CV and a supporting letter** (no more than 2 pages) that includes a detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification.

Applications must be submitted through our [online jobs portal](#) no later than **Monday 2nd of January 2023**.

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

Grants and Compliance Manager – Ukraine

Job Title	Grants and Compliance Manager
Reports to	Country Director
Duration	Till 31 st of May 2023, With possible extension
Place of work	Dnipro and other various locations in Ukraine
Purpose of role	
To provide grant management expertise to UK-Med's Ukraine response with the aim to manage the co-ordination of activities, ensuring compliance measures are implemented and there is increased awareness of our institutional donors and the obligations under the different Grant Agreements.	
Key responsibilities	
Grants Management and Compliance	
1	Lead on establishing and maintaining up-to-date grant management strategies and plans, working collaboratively with relevant departments in HQ and Ukraine.
2	Ensure adequate overview of funding and support in reporting and donor liaison and decision-making.
3	Coordinate with programme teams to produce timely and high-quality donor reports by providing adequate guidance, improving report quality and ensuring narrative / financial reporting consistency. Review/check for consistency in-between narrative and financial report; working closely with the finance and programme teams.
4	Establish and maintain grant trackers and activity progress reports, and ensure they are available and up to date for team consultation
5	Be a central point of organisational expertise on donor compliance requirements, ensuring that relevant staffs of all departments are informed of donor requirements; work closely with all departments to ensure compliance. Provide technical support to assess donor eligibility/allow ability of planned expenditures and identify related compliance requirements.
6	Support and provide guidance to staff on compliance with UK-Med and donor requirements and the uses of funds, including indicators and targets, budget monitoring, amendment requests and timely flagging of problems. Seeking to minimise the risks of dis-allowances and maximising organisational income.
7	Be a focal point to donors including responding to information requests and contract amendments.
8	Lead on grant opening, mid-term review and closure meetings and develop a mechanism to hold Budget Holders accountable for deviations from the grant contracts. Conduct regular

	field visits, review the necessary financial documents, and provide recommendation to the HQ/CP team to ensure effective donor compliance.
9	Support the Finance team in managing external audits including providing justification on key reporting and documentation issues, synergy between UK-Med's and donor's policies etc
10	Work with Budget Holders and the Finance Team to monitor all grant budgets to ensure compliance with donor requirements; review budget realignment and grant Non/Cost Extension (NCE) request; also monitor expenditures to ensure compliance with budgets.
11	Identify new funding opportunities.
Proposal Development	
1	Working with HQ Operations business development and Ukraine SMT to support the development and submission of high-quality concept notes and proposals.
2	Provide effective coordination with UK-MED colleagues at Country/HQ level, for specific proposal submissions
3	Work effectively with colleagues in other functions, partner organisations, and affiliates to develop joint funding proposals.
Grant Negotiation and External Representation	
1	Lead or support on negotiating donor contracts favourably in line with UK-MED's policies and procedures.
2	Support programme teams in contract management systems, grant inception workshops, timely submission of quality donor reports, donor compliance and donor audits.
3	Facilitate UK-MED's engagement with donor agencies and other external stakeholders to identify opportunities for funding, exchange information about programmes and priorities, promote technical cooperation, ensure regular communications with donors, resolve problems, and help negotiate solutions.
Capacity Building	
1	Assess and strengthen the capacity of colleagues in the planning, securing and management of funds using appropriate methodology, such as formal training, technical guidance, coaching and accompaniment.
2	Ensure high level of Programme Team knowledge of donor requirements - guidelines, deadline reminder, specific expectations, etc
3	Analyse and provide advice/training to relevant staff on donor policies and formal requirements of donors.
Information Management	
1	Ensure that grant IT files and folders are complete and kept up to date.
2	Support preparation for audits or donor visits of donor funded programs as required
3	Understand and maintain UK-MED's donor income database and other internal system.
Safeguarding	

1	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.
2	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
1	To ensure and promote Equality, Diversity, and Inclusion (EDI) in line with UK-Med's EDI Policy.
2	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
3	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
4	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
5	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context
6	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.
7	Adhere to GDPR and Data Protection legislation and UK-Med policies
8	Perform other tasks as assigned to ensure effective delivery of UK-Med / UK EMT deployments, projects, and programmes of work.

Person Specification

Grants and Compliance Manager

Qualifications / Professional Memberships		
Q1	University Degree in a relevant subject or other relevant experience, training, or qualifications	Desirable
Knowledge, Skills, and Experience		
S1	Relevant experience of at least 2 years in planning for, securing and managing funds from institutional donors, such as FCDO, EU, DEC, USAID and UN, preferably in an international NGO.	Essential
S2	Excellent planning and budgeting skills, and a sound understanding of Programme Cycle Management in emergencies and/or development environments.	Essential
S3	Knowledge of NGO programming and donor compliance, rules and regulations.	Essential
S4	Extensive experience of writing quality proposals and reports	Essential
S5	Sound skills in capacity building in relation to programme development and of individuals and teams.	Essential
S6	Strong numerical, budgeting, financial reporting and IT skills. Competent in the use of computers and Microsoft Office 365.	Essential
S7	Excellent interpersonal, representation and negotiation skills, with the ability to influence, build consensus and develop partnerships	Essential
S8	Ability to interact and establish/maintain relationship with others in diverse team, communities, and authorities to achieve objectives	Essential
S9	Ability to adapt to working in a challenging environment, with ambiguity, in potentially insecure locations, with limited connectivity.	Essential
S10	Organisational and personal management skills, with ability to prioritise work issues to meet deadlines with minimal supervision and adjust to constantly changing situations while maintaining focus on delivery and follow-through	Essential
S11	Understanding of and commitment to best practice in relation to safeguarding, health and safety	Essential
S12	Supervisory and management experience	Desirable
S13	Proficiency in English and Ukrainian/Russian languages (both written and spoken)	Desirable

Personal Attributes		
1	Highest standards of integrity and professional conduct	Essential
2	Strong organisational and leadership skills, complemented by sound management abilities	Essential
3	Excellent interpersonal skills and team working skills	Essential
4	A positive and flexible problem-solving approach	Essential
5	Excellent time and task management skills with the ability to balance a full and dynamic workload.	Essential
6	Willingness and ability to pass clearance checks and undertake overseas travel and deploy to humanitarian emergencies.	Essential
7	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and standards.	Essential
8	Ability to work independently.	Essential
Practical requirements		
9	Ability to travel internationally to any of the UK-Med response including Ukraine and or to various field offices.	Essential
10	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
11	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

Key terms and benefits

Salary:	Up to £3500 per month (dependent on experience)
Working hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery
Annual Leave:	33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be
Safeguarding:	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 a comprehensive sanctions / suitable person check.
Health and medical	Suitability for this work is a condition of employment. Health clearance as 'fit to deploy' by our occupational health provider is an essential requirement for deployment in this role.

Professional Requirements:	Registration with professional body
Term of contract:	Till 31 st of May 2023, with possible extension.



Building a world
prepared to help