

A photograph showing several people in a medical or aid setting. In the foreground, a person wearing a blue mask and a light blue shirt is looking down at something. Behind them, a man in an orange polo shirt and a blue mask is looking towards the camera. Another person's head is visible in the bottom right corner, wearing a white face mask. The background shows a room with a grid pattern on the wall and some equipment.

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# Programme Officer – Capacity Building for Outbreak Response

Candidate Information Pack

January 2023

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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**

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# Advert

Role:	Programme Officer – Capacity Building for Outbreak Response
Hours:	Full-time
Remuneration:	£25,000 - £26,200 gross annual based on experience
Duration:	18-month fixed term contract (with the possibility of extension)
Location:	UK-Med Office, Manchester, UK with hybrid working (approximately 30% on-site)

**Do you have the skills to coordinate, support and liaise with UK-MED's NGO Partners and colleagues to ensure smooth delivery of international capacity building activities?**

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 to enable health services to be better prepared for emergencies.

We are seeking for a Programme Officer that will have an essential role in ensuring that UK-Med delivers high-quality capacity building activities to national, regional, and international partners.

You will work closely with colleagues and partners in coordinating and supporting the smooth delivery of international capacity building activities and in implementing and facilitating learning and improvement processes for all activities.

You will be a skilled professional with good experience in supporting liaison with internal colleagues and external partners to ensure smooth delivery of capacity building programmes to high standards.

Furthermore, you will be accomplished in ensuring that all coordination of training activities is handled in a timely and expert manner to ensure a professional learning experience for participants, faculty members and partners.

You will be determined, high performing, compassionate and collaborative, as well as being committed to learning and supporting others to learn. Language skills will be an advantage.

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.

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## 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
- Your current pay grade and salary, and your salary/fee expectation in this role
- Where you saw this role advertised

Applications must be submitted through our [\*\*online jobs portal\*\*](#) no later than **20<sup>th</sup> 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.*

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

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# About UK-Med

## UK-Med ([www.uk-med.org](http://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.

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## 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 Officer

<b>Job Title</b>	Programme Officer - Capacity Building for Outbreak Response
<b>Reports to</b>	Programme Manager – Capacity Building for Outbreak Response
<b>Duration</b>	18-months Fixed Term (with possibility of extension)
<b>Hours</b>	Full-time
<b>Place of work</b>	UK-Med Office, Manchester, UK with hybrid working (approximately 30% on-site)

### Purpose of role

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

1. Contribute to coordinating, delivering and quality assuring the READY initiative's Operational Readiness for Outbreak Response Training Program.
2. Contribute to delivering other UK-Med responsibilities in the READY initiative to a high standard.
3. Contribute actively to delivery of the wider UK-Med National Capacity Building portfolio.

### Key responsibilities

#### Coordination of Capacity Building Activities

1	Support recruitment process when recruiting new NGO partners for capacity building.
2	Coordination of ongoing training delivery in all phases of the 12-month capacity building intervention.
3	Day-to-day tracking and documentation of capacity building activities to ensure smooth planning and preparation for training delivery
4	Support in the ongoing contextualisation and tailoring efforts between faculty and NGO partners.
5	Communicate with faculty from within and outside of UK-Med staff regarding training delivery.
6	Work closely with colleagues from Finance, Operations, HR & Membership, Health and Comms to ensure that planning and preparation for international training delivery is timely.
7	Liaise with international venues and suppliers for training delivery as relevant
8	Ensure compliance on procurement processes for all expenses related to delivery of activities.
9	Processing of invoices and expenditure claims as relevant.
10	Support in ensuring that faculty have the materials they need to deliver high-quality and impactful training (including certificates, attendance sheets, setting up standardised PowerPoint presentations, handouts for participants, etc.)
11	Support in liaising with in-country partners and stakeholders in order to plan, coordinate and deliver capacity building activities.

## Training Delivery Support

12	Support online and in-person training delivery as relevant, including travelling as part of the faculty to support in-country training coordination needs.
13	Support the maintenance and updating of an online repository for all training materials, including ensuring that the content is maintained and updated to ensure high quality and standardised approaches and content.
14	Support in notetaking and follow up with participant NGOs to ensure the best possible learning outcomes.
15	Ensure follow up actions take place following training delivery including keeping in touch with NGO partners to follow up on impact.

## Reporting

16	Follow up with participants, analyse feedback and document according to guidelines set out in UK-Med's Training Evaluation Framework and READY's MEL plan.
17	Contribute to consistent reporting against READY log frame, Learning & Capacity Building Team, and wider organisational Key Performance Indicators.
18	Update budget expenditure and tracking sheets as relevant.
19	Effectively communicate and coordinate results with READY partners and donor
20	Effectively communicate and coordinate between Learning & Capacity Building Team and other departments such as Health, Operations and HR & Membership

## Other

21	Effectively represent UK-Med in the READY consortium, including maintaining great working relationships with consortium partners.
22	Effectively represent UK-Med and READY in establishing effective relationships with National /International partner NGOs.

## Safeguarding

23	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.
24	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.

## General duties

25	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
26	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
27	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.

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28	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
29	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.
30	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

# Person Specification

## Programme Officer

<b>Qualifications / Professional Memberships</b>		
1	Professional qualification in a relevant field, e.g. International Relations, Public Health, Tropical Medicine & Hygiene	Essential
2	Humanitarian / Global health experience.	Desirable
3	Adult learning / Learning & Development experience	Desirable
<b>Knowledge, Skills and Experience</b>		
4	Demonstrated experience in coordinating effective delivery of international programme activities	Essential
5	Demonstrated experience in effectively communicating with global partners and/or customers	Essential
6	Experience in report writing, including providing constructive and action-based recommendations for learning and improvement.	Essential
7	Experience in contributing actively to wider reporting and learning frameworks.	Essential
8	Experience in coordinating capacity building activities.	Desirable
9	Experience in and knowledge about humanitarian and/or health sector.	Desirable
10	Experience working with Subject Matter Experts in developing and delivering capacity building training.	Desirable
11	Excellent, flexible and adaptable verbal and written communication skills.	Essential
12	Excellent and adaptable communication style and approach to working.	Essential
13	Excellent interpersonal and team working skills.	Essential
<b>Personal Attributes</b>		
14	A desire to work in a challenging multi-partner setup and finding effective ways of aligning different ways of working.	Essential
15	Ability to adapt working and communication style according to need and context.	Essential
16	A positive and flexible approach to problem solving.	Essential

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

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# Key terms and benefits

<b>Salary:</b>	£25,000 - £26,200 gross annual based on experience.
<b>Working hours:</b>	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.
<b>Annual Leave:</b>	25 days per year plus 8 public holidays.
<b>Pension:</b>	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme.
<b>International Travel:</b>	The postholder is required to travel up to 10-12 weeks annually to deliver the responsibilities of the role.
<b>Safeguarding:</b>	To follow UK-Med safeguarding practices as required within the role.
<b>Professional requirements:</b>	Membership of professional bodies is not a requirement but may be an advantage.
<b>Term of contract:</b>	18 months with possibility of extension.



Building a world  
prepared to help