



Training Coordination 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:	Training Coordination Manager
Hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery
Remuneration:	upto £3500 per month (dependent on experience)
Duration:	3 months initially – ideally open to longer period.
Location:	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 a strong experience in training, leading and coordination in implementing various humanitarian projects and activities complex environment?

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 looking for an experienced humanitarian generalist with training and capacity building expertise and a strong background in supporting delivery of various projects and activities in complex emergencies.

Preferably you will have experience with supporting and leading implementation plans for health programmes by working closely with colleagues and in-country partners.

The overall purpose for the Training Coordination Manager is to coordinate the smooth running of UK-Med's Training and Capacity Building programmes and activities in Ukraine by liaising with government officials, UK-Med partners, health facility staff and UK-Med's teams to deliver high-quality and impactful training.

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.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference.

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 **28th of March 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

Data Manager

Job Title	Training Coordination Manager
Reports to	Health Director
Duration	3 months initially – ideally open to longer period
Place of work	Ukraine

Purpose of role

- The Training Coordination Manager will support activities of the Ukraine response in relation to both face-to-face and online training activities and programmes.
- Play an essential role in supporting the delivery of quality learning for both clinical staff and the civilian population in Ukraine, in addition to coordinating and contributing to quality assurance and follow up processes.

Key responsibilities

Training coordination

1	Support ongoing efforts on ensuring that training activities in Ukraine are relevant by coordinating training tools and drafting recommendations in close collaboration with the health Team.
2	Lead on coordination efforts to ensure that training activities can run smoothly, including. a. Liaison with HR (in-country and HQ) to ensure that UK-Med has the right specialists available in country at the right time. b. Support in managing expectations of in-country partners and government officials regarding lead time to be able to deliver training
3	Be focal point for conversations about training activities to ensure smooth running of all training and capacity building in Ukraine
4	Maintain overview of all training activities in Ukraine
5	Participate in meetings with partners, government officials and health facility staff to ensure training activities are implement with the highest level of quality.

Management and technical support

6	Manage the training and data officer, including inductions, appraisals, follow up of objectives and end of mission debriefings.
7	Provide the training team members and the rest of the coordinators with technical support to elaborate the tools and support for designing, implementing and evaluation of the training modules.

Training M&E and quality assurance	
6	Work closely with the MEAL Manager to ensure that training evaluation data is kept up to date.
7	Work closely with the MEAL Manager and HQ to set up systems for evaluating behaviour change because of training interventions.
8	Support training delivery teams in ensuring they have tailored training evaluations based on standardised templates.
9	Collate all training materials into a library and maintain and update training materials to ensure high quality and standardised approaches and content.
10	Work with SMEs on developing standardised training delivery materials, including facilitator guides, etc.
Training Delivery Support	
11	Support the Subject Matter Experts to ensure efficient planning and delivery of high-quality training and capacity building activities in all the areas.
12	Work closely with Logistics Team to ensure that all logistics surrounding training delivery is cleared.
13	Work closely with Safety/Security Lead to ensure that trainings can be delivered safely
14	Coordinate and negotiate any contracting for venues, procurement for training delivery materials, etc
15	Ensure that training delivery teams 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.)
Safeguarding	
13	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.
14	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
15	To ensure and promote Equality, Diversity, and Inclusion (EDI) in line with UK-Med's EDI Policy.
16	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
17	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
18	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
19	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context

20	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.
21	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

Person Specification

Training Coordination Manager

Qualifications / Professional Memberships		
Q1	Qualification or equivalent experience in training or a related field from an accredited academic institution with three years of relevant experience.	Essential
Q2	Experience of contributing to the development and delivery of training programmes	Essential
Knowledge, Skills, and Experience		
S1	Solid experience in delivering and coordinating humanitarian programming in complex settings.	Essential
S2	Experience of coordinating work across a range of projects in an education or clinical setting	Essential
S3	Experience coordinating and supporting online learning programmes and activities.	Essential
S4	Experience working with Subject Matter Experts to deliver high-quality training interventions	Essential
S5	Experience coordinating training events, liaising with stakeholders, learners, and technical staff.	Essential
S6	Experience of developing effective working relationships with a range of internal and external stakeholders	Essential
S7	Experience of communicating across a range of media with a diverse range of professionals	Essential
S8	Experience of representing an organisation with external stakeholders	Essential
S9	Experience of working as part of a multi-disciplinary team	Essential
S10	Fluency in English (oral and written) is required	Essential
S11	Additional languages, especially Ukrainian and/or Russian	Desirable
S12	Understanding of the WHO Emergency Medical Team Initiative	Desirable
S13	Experience of contributing to the development and delivery of training programmes	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:	3 months initially, ideally open to longer period.

UK-MED

Building a world
prepared to help