



# UK-Med Register: Security Manager

Candidate Information Pack

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## The UK-Med Register

UK-Med is a frontline medical aid INGO. We've been working for over 20 years towards a world where everyone has the healthcare they need when crises or disasters hit. We're on-call to get to disaster zones at 24 hours' notice and save lives.

With crises becoming more frequent and severe, we also help communities get ready for future emergencies and we make sure that what we learn is shared, so people across the world can get the best care.

UK-Med responds to sudden onset disasters, disease outbreaks and other exceptional pressure on health systems by deploying surge health teams to provide extra clinical capacity and expertise. We both directly provide healthcare and undertake capacity building of local health systems and personnel.

We maintain a small core staff team who design, and develop our response capabilities, but the majority of people who deliver our services in the field come from our Register.

Our Register includes around 1000 professionals from across the world including doctors, nurses, other health professionals and humanitarian professionals.

### **Our commitment**

We maintain a large Register to ensure that we can fill all roles required in the event of a major disaster. This means that in most years, most members of the UK-Med Register will not be offered any opportunity to join a response.

When personnel are needed for a response, we will build our response team from our Register and core staff team – around 90% of personnel in our responses are Register members. We will take account of skills, competencies, availability and readiness (whether all vetting has been completed) in deciding who to invite to join a team – this is always defined by delivering the best possible health outcomes for our patients.

***Being offered a place on the UK-Med Register is not an offer of a job.*** Opportunities with UK-Med are very unlikely to come up frequently enough to provide a regular income, and you will need to plan to have other work that is flexible enough to allow you to join UK-Med responses as required. This means that the UK-Med Register is not suitable for everyone.

The UK-Med Register provides personnel both for UK-Med independent responses and for responses of the UK Emergency Medical Team which deploys on behalf of the UK Government.

### **Our requirements**

To be part of our Register you will need the following:

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- Deployability - you will be ready, willing and available to deploy internationally, potentially at short notice, and stay for 6 weeks or more. You don't have to be deployable every day of the year, but you will need to be able to respond for a significant proportion of the year. A special arrangement exists for UK NHS staff, under which people can be released from their job to be deployed for three weeks at a time.
  - Clinical and/or professional expertise – you must already be established in your profession to be able to meet the demands of the roles and contexts you will be in during our responses. The expertise and skills requirements are included in the person specification – if you do not meet these please don't apply.
  - Humanitarian competencies – UK-Med has defined a set of core humanitarian competencies that are required for all Register members. If you are an experienced humanitarian, you will be expected to demonstrate these through real examples from your previous work or volunteering. If you are a skilled clinician with limited or no humanitarian experience, you will be expected to display these competencies through our selection training activities.
  - Suitability – We expect all Register members to have the highest standards of personal and professional conduct, and to share our commitment to Safeguarding and Equality, Diversity and Inclusion. We undertake extensive vetting to make sure that candidates meet our high standards of conduct. We also require all Register members to complete medical assessments to ensure that they are medically fit for deployment in our responses.

## 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:	Security Manager
Remuneration:	£3,500 to £4,025 monthly gross (dependent on experience)
Hours:	Full-time.
Duration:	Minimum of 6 to 8 weeks at a time (longer availability is highly desirable).
Location:	Internationally/any of the UK-Med response including Ukraine and or to various field offices.

### Can you ensure the safety and security of our humanitarian health teams as they deploy to deliver humanitarian assistance?

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years.

We are recruiting for Security Managers to join our register; This is **NOT** a Close Protection (CP role) our ideal candidates will ensure effective safety and security arrangements are in place for the UK-Med teams in various locations and to lead on strategic and operational management of safety and security for UK-Med.

They will design, draft and disseminate overarching safety and security plans and crisis management plans and attendant structures, and will advise country teams on security management processes.

They will bring significant security expertise developed through substantial experience working in the humanitarian sector, including in insecure environments.

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.

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 and influential role in humanitarian programming.

At the same time UK-Med tries to provide feedback to applicants and share with them where they have fallen short in the competitive process, it may be very difficult to provide individual feedback.

## How to apply

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

This vacancy will close as soon as we have received enough strong applications. Please apply as soon as possible, and no later than **Friday 7<sup>th</sup> of April 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.*

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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 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.

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## 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

<b>Job Title</b>	Security Manager
<b>Reports to</b>	Country Director (technical support from HQ Security Manager)
<b>Duration</b>	Minimum of 6 to 8 weeks at a time (longer availability is highly desirable).
<b>Place of work</b>	Internationally/any of the UK-Med response including Ukraine and or to various field offices.

## Purpose of role

To lead the effective safety and security management of UK Med staff and programmes in various locations.

## Key responsibilities

### Strategic Leadership and System Development

1	Lead on strategic and operational management of safety and security for the UK MED in country programmes
2	Ensure partner liaison and coordination on security management on behalf of UK Med in country programmes
3	Update, design, draft and disseminate overarching safety and security plans and crisis management plans and attendant structures for the UK Med in country programmes
4	Assure day to day operational security oversight providing advice and practical guidance to inform UK Med program planning in Ukraine and minimising risk faced by national and international staff working for UK Med in country programmes.
5	Work with Support Services to ensure effective budgeting for safety and security equipment, training, deployments, subscription services, advisory services and insurance.
6	Develop and build effective relationships and partnerships within the humanitarian security in Ukraine externally where appropriate.
7	Work with the global head of security to ensure streamlined systems for management of staff safety in the field.
8	Work closely with the HR team and partners in Ukraine to ensure security guidelines are in line with and support safeguarding and protection policies.
9	Ensure effective and timely communication to UK Med personnel and partners in country programmes on new developments key issues and trends within national security management.
10	Ensure representation of UK Med in key security forums
11	Work with the Logistics team to ensure identification and procurement of security equipment / items as necessary.
12	Work with other teams across UK-Med and partners to build capacity of all relevant staff in safety and security including support to design and delivery of capacity building and training courses.

### 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.

15	Ensure that the security approach supports UK-Med’s commitment to Safeguarding, including supporting security of safeguarding investigations where appropriate.
<b>General duties</b>	
16	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med’s EDI Policy.
17	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
18	Support UK-Med’s environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
19	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
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.
22	Support in the collection of data both clinical and non-clinical and the reporting of this

# Person Specification

## Security Manager

<b>Qualifications / Professional Memberships</b>		
1	Degree in a relevant subject or other relevant training or qualifications	Desirable
<b>Knowledge, Skills and Experience</b>		
2	Substantial professional experience in humanitarian security operations management	Essential
3	Experience of humanitarian programming in insecure environments	Essential
4	Understanding of current security management good practice	Essential
5	Excellent interpersonal, representation and negotiation skills, with the ability to influence, build consensus and develop partnerships	Essential
6	Understanding of and commitment to best practice in relation to safeguarding, health and safety	Essential
7	Experience in senior leadership in similar environment	Desirable
8	Experience of health and EMT programming	Desirable
9	Proficiency in a 2nd language, such as Ukrainian or Russian	Desirable
<b>Personal Attributes</b>		
10	Able to deal with ambiguity and grow processes in a new team within a growing and evolving organisation	Essential
11	Proven ability to lead, coordinate, work with and deliver activities with partners	Essential
12	A skilled and decisive problem solver, able to prioritise and exercise sound judgment	Essential
13	Flexible, with a can-do attitude	Essential
14	Able to work effectively both independently and as part of a team	Essential
15	Energetic and resilient individual who thrives in a fast-paced and rapidly-changing environment	Essential

16	A patient, calm and good communicator (oral/written), who functions well across different cultures, languages, personal interests and agendas	Essential
17	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do	Essential
<b>Practical requirements</b>		
18	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential
19	A willingness to work in insecure environments	Essential
20	Willing to comply with and able to pass medical and safeguarding checks required to ensure suitability for deployment	Essential

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## Key terms and benefits

<b>Salary:</b>	GBP3,500 - GBP4025 gross per month
<b>Working hours:</b>	Full time, with some weekend and evening working required to support the humanitarian programme delivery
<b>Annual Leave:</b>	33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be taken)
<b>Safeguarding and sanctions:</b>	<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 a comprehensive sanctions / suitable person check.</p> <p>Suitability for this work is a condition of employment.</p>
<b>Health and medical:</b>	<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>
<b>Professional requirements:</b>	A relevant university degree is desirable.
<b>Term of contract:</b>	<p>We can offer a variety of fixed contracts for this role. This includes options of:</p> <ul style="list-style-type: none"><li>▪ 4 - 6 weeks fixed term</li><li>▪ Up to 3 months fixed term</li><li>▪ Up to 12 months fixed term</li></ul>

We are flexible to discuss candidate availability and contract durations as part of the recruitment process.

# UK-MED

Building a world  
prepared to help