



Chair of the Board of Trustees

Candidate Information Pack

June 2023

Contents

2. Contents
3. Introduction
4. Advert
5. How to apply
6. About UK-Med
8. Job description
10. Person specification

Introduction



Thank you for your interest in becoming the next Chair of UK-Med, a small organisation that does big and amazing things.

You will be inheriting a financially stable growing organisation with huge ambition and a senior management team very capable in the field of humanitarian work.

David Wightwick, the CEO, is an internationally recognised figure in the humanitarian world. The Trustees are a strong and committed group with diverse knowledge to bring to bear and have been a delight to work with. The rapid growth has brought its challenges which continue to be tackled.

Together with hard work from the Senior Management Team, we have strengthened the governance of the organisation and it is now set for its next phase of development with a new Chair.

This is an exciting moment to join UK-Med and I would strongly encourage your application.

Sir John Oldham

UK-Med Chair of Board of Trustees



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 20,000 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:	Chair of Trustees
Salary:	Voluntary unpaid role
Hours:	Expected to be around 4 hours per week on average
Duration	Three-year term initially.
Location:	Quarterly meeting in Manchester, other input may be anywhere in the UK.

We are looking for a strong leader to take over as Chair of the Board of Trustees of a unique humanitarian healthcare charity.

Humanitarian healthcare needs are growing. Our medical teams respond to disasters around the world, where we also work with local emergency teams to build their resilience to future threats. Our work, which began more than 30 years ago, has never been more needed, with disasters becoming more frequent, complex, and severe. Can you help build a world prepared to help?

As our new Chair of the Board of Trustees, you will play a key role in leading UK-Med towards fulfilling its ambitious mission. Our new Chair will lead the Board of Trustees and work closely with the Chief Executive Officer to ensure that UK-Med is well governed, delivers on, and develops its ambitious strategy.

The new Chair will be joining UK-Med at a time of growth and development for the Charity. We are financially stable, have a committed and capable Board of Trustees and staff team, and an exciting vision for the future. The rapid growth has understandably created challenges for the organisation and its culture. The successful candidate will possess the skills and experience to help UKMed respond to these challenges and grow.

Our ideal candidate will be passionate about both UK-Med's humanitarian mission and the power of the Board to drive the success of a charity.

You will be experienced in leading organisations and boards and be willing to bring your time and expertise to support the development of our international humanitarian work.

We are committed to ensuring we have an inclusive and diverse board of trustees and welcome applications from people from a broad range of backgrounds.

UK-Med is a growing and developing organisation with a committed team of staff, volunteers, and members. This role is a truly exciting opportunity to help develop our people and services to meet the challenges and opportunities that lie ahead as we continue to grow.

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 **Friday, 12 July 2023**.

Interviews are expected to be held on Monday, 31 July 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)

Our medical teams respond to disasters around the world and work with local emergency teams to build their resilience to future threats.

A registered charity, UK-Med has been responding to emergencies since 1988, when a team of eight Manchester clinicians led by our founder Prof. Tony Redmond, went to Armenia in aid of those who had been hit by a devastating earthquake. We have strong links with the NHS and when Ebola hit West Africa in 2014, killing over 11,000 people, we recruited, trained, and sent 150 NHS clinicians to work in treatment centres alongside local health workers to help bring the outbreak under control.

We have deployed clinicians following numerous large-scale natural and manmade disasters, treating patients in emergencies in Armenia, Iran, China, Haiti, Nepal, Cape Verde Islands, Sierra Leone, Bangladesh, the Philippines, Gaza, Samoa, the Kurdish refugee crisis, and the Siege of Sarajevo. We have delivered training to thousands of healthcare workers in Sierra Leone, South Sudan, China, Malawi, Myanmar, Armenia and Uganda. We are currently providing urgent emergency medical care in Ukraine and developing programmes in Yemen and Afghanistan.

Our core staff team of 30 provides programme management and technical health expertise, logistics, fundraising and communications, finance, HR, and administrative support. Our humanitarian responses are staffed by our membership - a combination of volunteers seconded from NHS employers, and experienced NGO workers recruited on a contingency basis for specific responses. Currently we have a membership of around 1000 (mostly healthcare professionals and experienced NGO support staff) who have been through selection procedures, vetting and induction/training.

Our EMT Status

Driven by the World Health Organisation (WHO), the EMT network ensures that medical teams that respond following humanitarian emergencies are well trained, self-sufficient, and have the skills and equipment necessary to respond effectively, never imposing a burden on the national system.

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 to the UK government.

We can respond to any crisis, anywhere in the world, under our own banner and are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crises. We prepare rapid deployment teams ready to respond to various health emergencies anywhere in the world within twenty-four hours. We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian emergencies including conflicts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, or full, self-sufficient treatment centres.

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.

Role Description

Job Title	Chair of the Board of Trustees
Reports to	Board of Trustees
Duration	3-year initial term
Hours	Variable, estimated around 4 hours per week on average
Place of work	Regular meetings in Manchester, and other locations across UK if required.
Purpose of role	
To ensure the effectiveness of the Board of Trustees and its sub-committees in providing strategic leadership, financial and governance oversight, and risk analysis and management. Working with the CEO and other senior leaders to ensure effective implementation of our strategy and the achievement of the charity's objects.	
Key responsibilities	
Strategy and Purpose	
1	Provide inspirational leadership to UK-Med's Trustees, staff, and members, in partnership with the CEO
2	Work with the CEO to ensure that UK-Med has a strategic plan that will deliver on the charitable objectives and accomplish our mission.
3	Ensure that there is Board agreement around the charity's objects, mission, vision, and values, and maintain the Board's focus on contributing to our strategic objectives.
Board effectiveness	
4	Work with relevant staff to ensure effective planning of Board meetings to enable the Board to fulfil its role.
5	Chair meetings of the Board, ensuring good decision-making through access to relevant information and advice and enabling thorough and inclusive discussion and debate.
6	Create an environment that enables a high performing Board and ensure that decisions made by the Board advance the purpose and uphold the values of UK-Med.
7	Support the development of the Board of Trustees both individually and collectively, and ensure the cohesion of the board promoting positive relations between board members.
Governance	
8	Focus the Board on the key governance issues to be addressed and the key decisions to be made.
9	Ensure that there is an effective framework in place for monitoring organisational performance and delivery of the charity's objectives.
10	Ensure that any potential conflicts of interest are managed so that probity is maintained and there is appropriate transparency
11	Ensure that the Board of Trustees has oversight of organisational risks and effective plans for management and mitigation of those risks

12	Ensure that the Board has a specific strategic oversight of financial plans and risks
13	Ensure that UK-Med has robust approaches to safeguarding both for those for staff and those for whom we provide services.
Staff management	
14	Ensure the effective line-management of the CEO, coaching and supporting their development, directing their work to ensure achievement of strategic objectives, and inspiring them to high performance.
15	Assist the CEO and Senior Management Team to enable a positive inclusive culture in line with the organisation's values
External relations	
16	In collaboration with the CEO, act as a figurehead for the Charity, representing it to governments, partners, the public, and potential donors as required.
17	Use personal connections to further the interests of UK-Med.
18	Contribute to fundraising activity, attending events and meetings, or making approaches to potential funders / donors as necessary
Standards and conduct	
19	Commit to and live up to expected standards of behaviour and conduct, including UK-Med Code(s) of Conduct and Charity Commission standards

Person Specification

Chair of Trustees

Qualifications / Professional Memberships		
Q1	Relevant qualifications and/or professional memberships e.g., healthcare, international humanitarian aid, charity leadership	Desirable
Knowledge, Skills, and Experience		
S1	Experience of leadership at a senior level, including leading committees or boards	Essential
S2	Excellent interpersonal skills, in person and remotely, with the ability to influence and build consensus and partnerships	Essential
S3	An understanding of the role of Trustee Boards in governance of charities	Essential
S4	Skilled in analysing situations and prioritising key decisions	Essential
S5	Knowledge and experience of enabling a positive organisational culture	Essential
S6	A confident Chair, able to get the best out of meetings and ensure effective decision-making	Essential
S7	Some experience relevant to UK-Med’s mission and operating model e.g. healthcare, international aid, humanitarian emergency response	Desirable
S8	Previous experience in of working with the UK NHS	Desirable
S9	Experience of working with membership / voluntary sector organizations	Desirable
Personal Attributes		
A1	Commitment to UK-Med’s humanitarian mandate and passionate about putting patients at the heart of UK-Med’s work	Essential
A2	Collegial and inclusive	Essential
A3	Flexible, adaptable and outcome focussed	Essential
A4	Approachable and professional, with the ability to build rapport with a wide range of stakeholders to forge excellent working relationships.	Essential
A5	Energetic and resilient individual who thrives in a fast-paced and rapidly changing environment	Essential
A6	Goal-orientated, with the ability to set clear objectives and plans to achieve them	Essential
A7	Able to apply the required technical and professional expertise to the highest standards; promote and share best practice within UK-Med	Essential
Practical requirements		

P1	Eligible to be a Trustee of a Charity in England (i.e. not disqualified from being a Company Director or barred from being a Trustee)	Essential
P2	Willing to undertake and able to meet standards for UK-Med clearance checks (including DBS check or equivalent criminal record disclosure)	Essential
P3	Able to commit sufficient time and attention to the role.	Essential
P4	Free from inappropriate conflicts of interest	Essential
P5	Willing and able to travel internationally to support UK-Med's work and able to pass pre-deployment medical checks	Desirable

UK-MED

Building a world
prepared to help