



# MHPSS Manager – Ukraine

## (Mental Health and Psychological Support Services Manager)

Candidate Information Pack

June 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 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

**This position is pending donor approval.**

Role:	MHPSS Manager
Hours:	Full time
Remuneration:	Up to £3500 per month (dependent on experience)
Duration:	6 months initially – ideally open to longer period. (dependant on funding)
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>)**

### **Are you an experienced Mental Health and Psychological Support Services (MHPSS) Manager?**

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 Mental Health and Psychological Support Services Manager to deliver and monitor mental health and psychosocial UK-Med related activities in the project area/country, according to Mental Health Strategy and UK-MED protocols / standards for our growing response in the Ukraine.

You will have a strong background in supporting the delivery of health programmes in complex emergencies by working closely with colleagues and in country partners.

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 **15<sup>th</sup> of 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](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.

## 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

## MHPSS Manager

<b>Job Title</b>	MHPSS Manager
<b>Reports to</b>	Medical Coordinator
<b>Duration</b>	6 months initially – ideally open to longer period (Dependent of Funding)
<b>Place of work</b>	Ukraine

### Purpose of role

- In the project area/country, provide and monitor mental health and psychosocial UK-MED related activities in accordance with the Mental Health Strategy and UK-MED protocols/standards
- To assist in the development of an MHPSS strategy that is tailored to the local environment and needs, as well as the coordination of MHPSS activities, in order to offer the best possible care for patients (including management of staff, ensuring the quality of care delivered and reporting).
- Prepare an end of deployment report with a summary of activities and recommendations (for replacement position/upon MedCo request) and SITREPs, as per request.

### Key responsibilities

1	Identifying the needs of MH support in the target population and participating in the definition, planning, organization and update of the appropriate UK-Med strategy and the Mental Health (MH) and Psychosocial Activities (PSS) activities, in partnership with local NGOs.
2	Coordinate and ensure that Mental Health activities are performed with regular follow-up in order to provide the most appropriate treatment for clients with psychosocial issues.
3	Review and develop technical materials, tools, guidelines and documents (as per local needs), and coordinate and ensuring the implementation of all Mental Health standard protocols and procedures set by international validated guidance in collaboration with the MHPSS supervisor.
4	Mapping and regularly update the existing Mental Health services, including other INGO's, local NGO's, community groups and governmental health services, etc. and maintaining good and regular communication and collaboration with other components of the project according to objectives and context.
5	Identifying & report possible Protection and/or SGBV cases/issues & referral any to existing support services.
6	Regular report and exchanges with the medical coordinator as well as regular updates and exchanges with the Medical Team Leaders of the different fields Inform MedCO/ Team Leader of the project about Protection and/or SGBV cases/issues



7	Data collection and follow-up to improve the quality of the activities/intervention
8	Working on the continuity of the confidentiality in the practice and the data collection
<b>Team Leadership and Management</b>	
9	Provide strong leadership to the mental health team, fostering a collaborative and supportive work environment.
10	Set clear performance expectations, conduct regular performance evaluations, and provide constructive feedback to team members.
11	Facilitate team meetings, promote effective communication, and encourage the sharing of ideas and best practices.
12	Coordinate team schedules, ensuring adequate coverage and efficient use of resources
13	Support the professional development of team members through training, coaching, and mentoring.
<b>Liaison and networking</b>	
14	Liase with MHPSS Working groups & other relevant humanitarian actors for collaboration and partnership to strengthen local capacity in the field.
<b>Monitoring and Evaluation</b>	
15	Monitoring and evaluating MH support activities as per UK-MED policy through regular data collection and reporting
<b>Non-Routine Activities</b>	
16	Conduct individual team members appraisal reports at the end of a deployment and/or mid-term points.
17	Comply with UK-Med policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
18	Submit any appropriate contributions to the end of mission report, specifically technical input relating to activities undertaken.
19	Ad hoc duties as directed by the Medical Team Lead.
<b>Safeguarding</b>	
20	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.
21	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
<b>General duties</b>	
22	To ensure and promote Equality, Diversity, and Inclusion (EDI) in line with UK-Med's EDI Policy.
23	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.

24	Support UK-Med’s environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
25	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
26	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context
27	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.
28	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

# Person Specification

## MHPSS Manager

<b>Qualifications / Professional Memberships</b>		
Q1	Qualification or equivalent experience in Psychology or Psychotherapy	Essential
Q2	Fully licensed (allow to practice in their country of residence), registered with a professional body)	Essential
Q3	Specific qualification in trauma-informed care	Desirable
Q4	Specific qualification in team management and leadership	Essential
<b>Knowledge, Skills, and Experience</b>		
S1	Significant work experience within the field psychotherapy	Essential
S2	Strong understanding of humanitarian contexts and expected challenges, and a good understanding of typical mental health issues in conflict related environments and emergency settings.	Essential
S3	Experience in designing and implementing mental health activities in humanitarian settings	Essential
S4	Experience in trauma-informed care	Essential
S5	Experience in providing clinical supervision (individual and group setting)	Desirable
S6	Experience in people management and leadership	Essential
S7	Excellent communication and interpersonal skills; able to communicate complex technical requirements and information in a simple way	Essential
S8	Experience in preparing training material, organizing, and facilitating training and capacity building.	Essential
S9	Fluency in spoken and written English	Essential
S10	Additional languages, especially Ukrainian and/or Russian	Desirable
S11	IT proficiency, including MS Word, MS Excel, Email systems	Essential
<b>Personal Attributes</b>		
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
<b>Practical requirements</b>		
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

**This position is pending donor approval.**

<b>Salary:</b>	Up to £3500 per month (dependent on experience)
<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
<b>Safeguarding:</b>	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.
<b>Health and medical</b>	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.
<b>Professional Requirements:</b>	Registration with professional body
<b>Term of contract:</b>	6 months initially, ideally open to longer period.

# UK-MED

Building a world  
prepared to help