



Logistics 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 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:	Logistics Manager
Hours:	Full-time
Remuneration:	£38,000 gross annual (dependent on experience)
Duration:	Permanent contract
Location:	UK-Med Office, Manchester, UK

Can you play a key role ensuring all logistics arrangements are in place for rapid deployment and effective management of the UK Emergency Medical Team field hospital?

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 prepare and equip medical teams, both in the UK and worldwide, so they are ready to respond when epidemics, conflict and natural disasters hit. As a WHO verified emergency medical team, we deploy both as the British government's implementing partner for the UK EMT and independently as UK Med. When Ebola struck West Africa in 2014, we recruited and trained UK doctors and nurses who helped local medical teams and other NGOs to bring the outbreak under control. We are core partners, providing the clinical component and key support structures of the UK Emergency Medical Team (UK EMT) in line with WHO standards.

We are recruiting a Logistics Manager who will provide leadership across UK EMT partners in ensuring effective logistics arrangements for UK EMT deployment of health facilities.

Our ideal candidate will bring significant experience of providing logistics support in the humanitarian sector (expected to be at least 5 years) including in insecure environments.

You will have excellent interpersonal and leadership skills and be able to bring together people from a range of organisations, cultures, and perspectives into a coherent team.

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 our humanitarian programming.

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.

Applications must be submitted through our [online jobs portal](#) no later than **Wednesday 13th July**.

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

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 largest current program is in Ukraine where we have been running a significant health response since March 2022. 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

Job Title	Logistics Manager
Reports to	Associate Director of Logistics
Duration	Permanent
Hours	Full-time
Place of work	Remote with frequent travel to Manchester, UK

Purpose of role

Support UK-Med’s Associate Director of Logistics in all aspects of UK-Med and UK EMT logistics across a range of activities, including leading on logistics planning and operations for large-scale UK EMT responses.

Key responsibilities

Logistics Leadership

1	Support Associate Director of Logistics in all aspects of UK-Med and UK EMT logistics across a range of activities including, but not limited to supply chain, warehousing, asset management, equipment maintenance and training deployment readiness
2	Ensure all components of UK-Med’s deployable capabilities, the physical infrastructure, equipment and stock is planned, prepared and ready to deploy to the field at short notice able to be set up and made functional within 24hours of arrival on site, and that it is sustainable for the duration of a deployment (up to 3 months).
3	Ensure all transportation planning is effective in rapidly delivering infrastructure and stock to the field to support emergency response including developing and maintaining relationships with freight agents, ensuring multiple options are available to ensure we can deploy as rapidly and effectively as possible.
4	Identify, plan and deliver training, development and capacity building opportunities for the UK-Med logistics teams and register.
5	Ensure that logistics procedures are consistent with relevant international standards and donor requirements, are clearly defined, understood and are operationalized effectively.
6	Support on the recruitment and development of in-country logistics teams as required.
7	With the security focal point, support all logistical aspects of field security management.
8	Lead the procurement team at UK-Med including tender planning, team engagement on procurement planning as well as ensuring orders are placed on time and supplier relationships with key suppliers are maintained.

9	Provide medical logistics support including helping to identify needs and requirements for teams, developing standard kit lists and product lists as well as giving support to the procurement team on specifications, sourcing and purchasing of medical items.
10	Establish key performance indicators (KPIs) to capture, evaluate and report on the performance of UK EMT logistics activities, ensuring that KPIs are used for continuous improvement and for strategic decision-making
11	Continually monitor and evaluate the effectiveness and performance logistical activities in support of deployments and programmes, providing timely advice, recommendations and interventions when required.
12	Manage both the UK-Med & UK EMT Logistics Team staff through regular performance review.
Emergency Medical Team Deployment	
1	Deploy overseas to humanitarian contexts as required, including acting as logistics lead for large-scale UK EMT responses including Type 1 field hospitals
2	In-country security liaison with national authorities, the logistics cluster, UN Agencies (WHO, EMT CC), INGOs, partner agencies, local communities and other relevant parties as necessary.
Other duties	
1	When required, support and undertake delivery of practical and administrative non-emergency logistics planning and activities kit and equipment maintenance, warehousing, communications, cold chain, stock control, transportation.
2	Support the recruitment and onboarding of UK-Med staff and Register (roster) members.
3	When required, present to external audiences at sector conferences, workshops, donor events etc.
4	Identify strategic groups and develop contacts with humanitarian logistics agencies / organisations to support both development and deployment of UK-Med / UK EMT teams and resources.
5	Establish a network of contacts for collaboration and learning.
6	Remain abreast of developments, trends and best practices in humanitarian logistics.
7	Contribute to the development of technical proposals and budgets for new programmes of work.
Safeguarding	
1	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.
2	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	

1	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
2	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
3	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
4	Comply with all health and safety policies and procedures.
5	Undertake training and comply with vetting and health requirements (including CRB / police checks, referencing, health screening and vaccination requirements) appropriate to the role as specified by UK-Med.
6	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.
7	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

Person Specification

Logistics Manager

Qualifications / Professional Memberships		
1	A relevant qualification in logistics, supply chain, emergency response or humanitarianism	Desirable
2	Other relevant qualifications, accreditation, or training	Desirable
3	A relevant qualification in Medical Logistics or extensive experience in developing specifications, sourcing and procurement of medical consumables and equipment.	Desirable
Knowledge, Skills and Experience		
4	Extensive logistics experience within emergency or humanitarian contexts and insecure environments (Likely to be 5 or more years)	Essential
5	Understanding of logistics requirements for humanitarian health programming particularly for outbreak response, rapid onset disaster and/or field hospital management	Essential
6	Knowledge and experience of procurement including procurement planning, running tenders and order/supplier management	Essential
7	Excellent leadership skills, inspiring others and building consensus	Essential
8	Excellent interpersonal skills, working well with colleagues both internally and externally and taking a collaborative approach	Essential
9	Excellent analytical skills and a strategic thinker; able to identify gaps and opportunities	Essential
10	Experienced in project management including managing multiple priority projects simultaneously	Essential
11	Ability to effectively present information and respond to questions from managers, employees and external clients	Essential
12	Experience of successfully training and developing skills of others	Essential
13	Skilled in bringing people together into a cohesive team, working across a range of cultures, languages, personal interests and agendas	Essential
14	English language equivalent to UN Level III both written and spoken	Essential
15	Understanding of FCDO processes and procedures	Desirable

16	Proficiency in an additional language, such as French, Spanish or Arabic	Desirable
17	Knowledge and experience of international logistics standards and international donor requirements	Desirable
18	Knowledge of international Emergency Medical Team (EMT) systems and WHO minimum standards	Desirable
19	Experience of base of operations and field logistics planning and delivery across a range of humanitarian contexts	Desirable
20	Understanding of key associated functions e.g. in INGOs, security management	Desirable
21	Experience of working in insecure environments	Desirable
Personal Attributes		
22	A good decision-maker, able to take effective, considered and timely decisions taking account of relevant information	Essential
23	A creative problem-solver	Essential
24	Able to deal with ambiguity and grow processes in a new team within a growing and evolving organisation	Essential
25	Flexible, with a can-do attitude	Essential
26	Able to work effectively both independently and as part of a team	Essential
27	Energetic and resilient individual who thrives in a fast-paced and rapidly-changing environment	Essential
28	Patient, calm and inclusive	Essential
29	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do	Essential
Practical requirements		
30	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential
31	Willingness to deploy with UK-Med international deployments as required	Essential
32	A willingness to work in insecure environments	Essential
33	Willing to comply with and able to pass medical and safeguarding checks required to ensure suitability for deployment	Essential

Key terms and benefits

Salary:	£38,000 gross annual (dependent on experience)
Working hours:	You will be required to work the hours as are necessary for the proper discharge of the duties with the notional requirement being 35 hours per working week. Work will normally be undertaken in office hours, Monday to Friday, but weekend and evening working will be required.
Annual Leave:	25 days per year plus 8 public holidays
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme
Deployment:	You may be selected to travel in support of our international programmes of work. To do so you must be fit to deploy and agree to undertake medical assessments to confirm this fitness
Safeguarding:	To ensure the suitability for the role’s work with both adults and children, an assessment of suitability to work with these groups will be completed which may include a DBS / police checks. Where a role requires this, suitability for this work is a condition of employment.
Professional requirements:	Membership of professional bodies is not a requirement but may be an advantage
Term of contract:	Permanent

UK-MED

Building a world
prepared to help