



Senior Training Officer - Maternity Cover

Job Description & Person Specification

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

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| Role: | Senior Training Officer (Maternity Cover) |
| Hours: | Full-time |
| Remuneration: | £26,000 GBP - £32 000 GBP (depending on experience) |
| Duration: | Maternity Cover (9 months) - Starting August 2023 |
| Location: | Manchester, UK (Hybrid working available) |

Senior Training Officer to coordinate and support the lead of the Register preparation training for emergency response staff.

The overall aim of all Register Preparation Training is to ensure that the professionals who deliver UK-Med's responses are well prepared, know what to expect, and deliver the best possible responses resulting in positive health outcomes for the patients and communities we serve.

The Senior Training Officer will play an essential role in ensuring that UK-Med delivers high-quality Preparation Training to our global workforce, which consists of both Core Staff and a Register of approx. 1000 healthcare professionals from all over the world.

The Senior Training Officer will work closely with training colleagues and technical leads from across the organisation on expanding UK-Med's digital, in-person and simulation-based training portfolio in line with our strategic priorities, and in ensuring that the quality assurance processes for all stages of training are followed.

The Senior Training Officer is a skilled training professional with solid experience in both supporting senior team members in the design and development processes of training and contributing to aligning the strategic organisational and learner needs.

Furthermore, the Senior Training Officer has the ability to coordinate and deliver both online and face-to face training events.

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 **23rd of June 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.

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

Senior Training Officer

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| Job Title | Senior Training Officer |
| Reports to | Training Manager |
| Duration | Maternity Cover (9 months – start August 2023) |
| Hours | Full-time |
| Place of work | Manchester, UK (hybrid working available) |

Purpose of role

The overall objectives of the role as Senior Training Officer are to:

1. Lead on a series of training development processes in close collaboration with training colleagues and organisational technical leads.
2. Quality assure learning design, development and delivery processes.
3. Lead the delivery of training activities in coordination with Training Officer and Training Administrator.

Key responsibilities

Coordinate Training Solutions and Support Training Development

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| 1. | Supports in the implementation of methodologies to ensure that preparation training activities are designed and tailored to individual learners' needs -whilst also focussing on building skills and expectations for collaborative work on responses |
| 2. | Support and advice on development terms of reference for new training developed |
| 3. | Lead on development of 2-3 training development processes, working closely with training team and technical experts on design, development, piloting, etc. |
| 4. | Liaise with training providers and external partners to ensure that any training activity is carried according to the project plan |
| 5. | Contribute to project management tasks of e-learning development projects as relevant |

Quality assurance

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| 6. | Support in quality assurance of new and existing training courses and activities |
| 7. | Supports Training Needs Analyses with both colleagues and learners to ensure effective learning solutions |
| 8. | Ensure that UK-Med Preparation Training is accredited with CPD points. |
| 9. | Observe training delivery and provide constructive and action-focussed feedback to SMEs and trainers. |
| 10. | Work with Subject Matter Experts on learning objectives and learning methodologies to ensure consistency in approach and high quality across all Preparation Training |

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| 11. | Facilitate training development workshops with colleagues to ensure development of effective and impactful preparation training solutions |
| 12. | Feedback learning after training events and activities to management with a view to continually improving UK-Med's training offering. |
| 13. | Supports training development across the existing programmes |
| 14. | Ensure training reviews are completed as part of evaluation activities. |
| Leadership Support & Reporting | |
| 15. | Support in implementing a 5-year Preparation Training Strategy |
| 16. | Ensure consistent quantitative and qualitative reporting against UK-Med's Training Evaluation Framework, and communicate learning and best practices with wider team and organisation |
| 17. | Effectively communicate and coordinate between Learning & Capacity Building Team and other departments such as Health, Operations and HR & Membership |
| Design, Coordination and Delivery of Training Events | |
| 18. | Delivery of both online and in-person training as necessary and relevant |
| 19. | Design, develop and deliver clinical and operational simulation exercises for UK-Med Membership and external partners |
| 20. | Coordinate with relevant faculty members to deliver training |
| Other | |
| 21. | Ensure that key organisational messages are consistently and clearly communicated to Register members and core staff in all training objectives and content |
| 22. | Ensure that all communication with Register members is effective and in line with organisational messaging and style guide. |
| Safeguarding | |
| 23. | 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. |
| 24. | Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion. |
| General duties | |
| 25. | To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy. |
| 26. | Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery. |
| 27. | Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts. |
| 28. | Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med. |

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| 29. | 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. |
| 30. | Other tasks as might be required to ensure effective delivery of UK-Med / projects and programmes of work. |

Person Specification

Senior Training Officer

| Qualifications / Professional Memberships | | |
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| 1 | Professional qualification in adult learning / Learning & Development (or significant demonstrated experience within this area) | Essential |
| 2 | Experience working in the charity/NGO sector | Essential |
| Knowledge, Skills and Experience | | |
| 3 | Demonstrated experience in contributing high quality training solutions to existing training portfolios for large audiences | Essential |
| 4 | Demonstrated experience in effective facilitation and training delivery applying adult learning methodologies throughout | Essential |
| 5 | Demonstrated experience in designing, developing, delivering and quality assuring engaging training solutions to ensure learners achieve intended outcomes | Essential |
| 6 | Experience in working with Subject Matter Experts to develop training curriculum | Essential |
| 7 | Experience in coordinating of training to ensure high standards of delivery | Essential |
| 8 | Demonstrated experience in designing and developing training across delivery methods: digital learning, workshops, simulation exercises, etc. | Essential |
| 9 | Effective project management skills | Desirable |
| 10 | Experience in effectively working with external e-learning and blended learning development suppliers | Desirable |
| 12 | Experience in and knowledge about humanitarian and/or health sector. | Desirable |
| 13 | Excellent, flexible and adaptable verbal and written communication skills. | Essential |
| 14 | Excellent and adaptable communication style and approach to working. | Essential |
| 15 | Excellent interpersonal and team working skills. | Essential |
| Personal Attributes | | |
| 16 | Pro-active | Essential |
| 17 | Collaborative working style | Essential |

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| 18 | Ability to adapt working and communication style according to need and context. | Essential |
| 19 | A positive and flexible approach to problem solving. | Essential |
| 20 | Resilient individual who thrives in a fast-paced and rapidly changing environment. | Essential |
| 21 | Highest standards of integrity and professional conduct. | Essential |
| 22 | Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do. | Essential |
| Practical requirements | | |
| 23 | Willingness and suitability to travel both nationally in the UK and internationally for in-person training delivery. | Essential |
| 24 | Willingness and ability to deliver training across several time-zones to ensure that UK-Med's global membership is catered for. | Essential |
| 25 | Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities. | Essential |

Key terms and benefits

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| Salary: | £26,000 GBP - £32 000 GBP (depending on experience) gross annual depending 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. |
| International Travel: | The postholder is required to travel internationally to deliver on the Learning & Capacity Building Team's responsibilities and in support of wider organisational needs. |
| Safeguarding: | To follow UK-Med safeguarding practices as required within the role. |
| Professional requirements: | Membership of professional bodies is not a requirement but may be an advantage. |
| Term of contract: | Maternity Cover (9 months) |

UK-MED

Building a world
prepared to help