



UK-Med Ukraine: Security Manager

Candidate Information Pack

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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

Role:	Security Manager
Remuneration:	£3,500 to £4,000 monthly gross (dependent on experience)
Hours:	Full-time.
Duration:	12 months
Location:	Ukraine (Country Wide)

This role is within our Ukraine Programme and will be carried out in Ukraine.

Applicants need to 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>)

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

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

We are recruiting a Security Manager to manage the UK-Med Security function in Ukraine, in line with UK-Med's policies and procedures. The Security Manager will partner with the Country Director.

The Security Manager 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. The incumbent will be responsible for delivering trainings and ensuring that adequate practices and policies are in place across country and field offices.

The Security Manager will bring significant security expertise developed through a strong experience working in the humanitarian sector, including in insecure environments. The Security Manager will ideally have an advanced level as a humanitarian access practitioner.

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 **Wednesday 9th of August 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)

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

Job Title	Security Manager
Reports to	Country Director (technical support from HQ Security Manager)
Duration	12 months
Place of work	Ukraine (Country Wide)

Purpose of role

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

Key responsibilities

Strategic Leadership and System Development

1	Lead on strategic and operational management of safety and security for the UK-Med in Ukraine
2	Ensure partner liaison and coordination on security management on behalf of UK-Med in Ukraine
3	Update, design, draft and disseminate overarching safety and security plans and crisis management plans and attendant structures for the UK-Med in Ukraine
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
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. Ensure representation in security and humanitarian access platforms in country.
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	Develops processes to facilitate sustainable and safe humanitarian access to hard to reach locations including in areas with significant threat levels
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.
13	Supervising and building the skills of a national security officer.

Safeguarding

14	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.
15	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.

16	Ensure that the security approach supports UK-Med’s commitment to Safeguarding, including supporting security of safeguarding investigations where appropriate.
General duties	
17	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med’s EDI Policy.
18	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
19	Support UK-Med’s environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
20	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
21	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.
22	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.
23	Support in the collection of data both clinical and non-clinical and the reporting of this

Person Specification

Security Manager

Qualifications / Professional Memberships		
1	Degree in a relevant subject or other relevant training or qualifications	Desirable
Knowledge, Skills and Experience		
2	Substantial professional experience in humanitarian security operations management (3 years minimum as a security coordinator or manager)	Essential
3	Experience of humanitarian programming in insecure environments, including experience in representing organisations in various fora	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 humanitarian access policy making and implementation in armed conflict setting and protracted crisis	Essential
8	Experience in humanitarian senior leadership in similar environment	Desirable
9	Proficiency in a 2nd language, such as Ukrainian or Russian	Desirable
Personal Attributes		
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
Practical requirements		
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

Key terms and benefits

Salary:	GBP3,500 - GBP4000 gross per month
Working hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery.
Annual Leave:	25 days per year plus 8 public holidays + RnR cycles
Safeguarding and sanctions:	<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>
Health and medical:	<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>
Professional requirements:	A relevant university degree is desirable.
Term of contract:	12 months fixed term

UK-MED

Building a world
prepared to help