



Interim Training Development Lead

Candidate Information Pack

July 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

Role:	Interim Training Development Lead (Maternity Cover)
Hours:	Full-time
Remuneration:	£36,000 GBP - £42 000 GBP (depending on experience)
Duration:	Short term (9 months) - Starting as soon as possible
Location:	Manchester, UK (Hybrid working available)

Interim Training Development Lead to manage and facilitate the development of training courses for humanitarian 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 Interim Training Development Lead will play an essential role in ensuring that UK-Med designs, develops and 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.

New capabilities and programming mean that there are a lot of training courses to design, develop, pilot and quality assure in the coming period. The Interim Training Development Lead 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.

The Interim Training Development Lead is a skilled training professional with solid experience in both supporting Subject Matter Experts and senior team members in training design and development as well as and leading design, development and quality assurance processes independently, whilst ensuring alignment between organisational and learner needs.

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 Monday 7th 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.

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

Interim Training Development Lead

Job Title	Interim Training Development Lead (maternity cover)
Reports to	Training Manager
Duration	Short - term (9 months – start as soon as possible)
Hours	Full-time
Place of work	Manchester, UK (hybrid working available)

Purpose of role

The overall objectives of the role as Interim Training Development Lead 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. Contribute to the development of the organisational training and capacity building framework.

Key responsibilities

Coordinate and Lead Training Design and Development

1.	Lead on 3-4 training development processes, working closely with training team and technical experts on design, development, piloting, etc.
2.	Support 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
3.	Work with Subject Matter Experts on terms of reference, learning objectives and learning methodologies to ensure consistency in approach and high quality across all Preparation Training
4.	Facilitate training development workshops with colleagues to ensure development of effective and impactful preparation training solutions
5.	Contribute to project management tasks of e-learning development projects as relevant

Quality assurance

6.	Support in quality assurance of new and existing training courses and activities
7.	Support Training Needs Analyses with both colleagues and learners to ensure effective learning solutions
8.	As a part of quality assuring, carry out observation of training delivery and provide constructive and action-focussed feedback to SMEs and trainers as relevant.
9.	Feedback learning to training team and management after pilots and training events as relevant, with a view to continually improving UK-Med's training offering.

Reporting	
10.	Contribute to implementation of a 5-year Preparation Training Strategy
11.	Ensure that training is designed and developed to capture consistent quantitative and qualitative reporting against UK-Med’s Training Evaluation Framework.
12.	Contribute to communication of learning and best practices with wider team and organisation
13.	Effectively communicate and coordinate between Learning & Capacity Building Team and other departments such as Health, Operations and HR & Membership
Delivery of Training Events	
14.	Delivery of both online and in-person training for piloting and quality assurance purposes as relevant
15.	Contribute to design, development and delivery of clinical and operational simulation exercises for UK-Med Membership and external partners as relevant
Other	
16.	Ensure that key organisational messages are consistently and clearly communicated to Register members and core staff in all training objectives and content
17.	Ensure that all communication with Register members is effective and in line with organisational messaging and style guide.
Safeguarding	
18.	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.
19.	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
20.	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med’s EDI Policy.
21.	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
22.	Support UK-Med’s environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
23.	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
24.	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.
25.	Other tasks as might be required to ensure effective delivery of UK-Med / projects and programmes of work.

Person Specification

Interim Training Development Lead

Qualifications / Professional Memberships		
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 diverse audiences	Essential
4	Demonstrated experience in effective application of adult learning methodologies throughout learning design, development and delivery	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	Demonstrated experience in designing and developing training across delivery methods: digital learning, workshops, simulation exercises, etc.	Essential
8	Effective project management skills	Desirable
9	Experience in effectively working with external e-learning and blended learning development suppliers	Desirable
10	Experience in and knowledge about humanitarian and/or health sector.	Desirable
11	Excellent, flexible and adaptable verbal and written communication skills.	Essential
12	Excellent and adaptable communication style and approach to working.	Essential
13	Excellent interpersonal and team working skills.	Essential
Personal Attributes		
14	Pro-active	Essential
15	Collaborative working style	Essential
16	Ability to adapt working and communication style according to need and context.	Essential

17	A positive and flexible approach to problem solving.	Essential
18	Resilient individual who thrives in a fast-paced and rapidly changing environment.	Essential
19	Highest standards of integrity and professional conduct.	Essential
20	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do.	Essential
Practical requirements		
21	Willingness and suitability to travel both nationally in the UK and internationally for in-person training delivery.	Essential
22	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

Salary:	£36,000 GBP - £42 000 GBP (depending on experience) gross annual depending on experience
Working hours:	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 may be 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:	Short - term (9 months)

UK-MED

Building a world
prepared to help