



UK-MED Register: MEAL Manager

Candidate Information Pack

September 2023

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The UK-Med Register

UK-Med is a frontline medical aid INGO. We've been working for over 20 years towards a world where everyone has the healthcare they need when crises or disasters hit. We're on-call to get to disaster zones at 24 hours' notice and save lives.

With crises becoming more frequent and severe, we also help communities get ready for future emergencies and we make sure that what we learn is shared, so people across the world can get the best care.

UK-Med responds to sudden onset disasters, disease outbreaks and other exceptional pressure on health systems by deploying surge health teams to provide extra clinical capacity and expertise. We both directly provide healthcare and undertake capacity building of local health systems and personnel.

We maintain a small core staff team who design, and develop our response capabilities, but the majority of people who deliver our services in the field come from our Register.

Our Register includes around 1000 professionals from across the world including doctors, nurses, other health professionals and humanitarian professionals.

Our commitment

We maintain a large Register to ensure that we can fill all roles required in the event of a major disaster. This means that in most years, most members of the UK-Med Register will not be offered any opportunity to join a response.

When personnel are needed for a response, we will build our response team from our Register and core staff team – around 90% of personnel in our responses are Register members. We will take account of skills, competencies, availability and readiness (whether all vetting has been completed) in deciding who to invite to join a team – this is always defined by delivering the best possible health outcomes for our patients.

Being offered a place on the UK-Med Register is not an offer of a job. Opportunities with UK-Med are very unlikely to come up frequently enough to provide a regular income, and you will need to plan to have other work that is flexible enough to allow you to join UK-Med responses as required. This means that the UK-Med Register is not suitable for everyone.

The UK-Med Register provides personnel both for UK-Med independent responses and for responses of the UK Emergency Medical Team which deploys on behalf of the UK Government.

Our requirements

To be part of our Register you will need the following:

- Deployment - you will be ready, willing, and available to deploy internationally, potentially at short notice, and stay for 6 weeks or more. You don't have to be deployable every day of the year, but you will need to be able to be on call to support and advice in making decisions and facilitating in potentially difficult circumstances.
- A special arrangement exists for UK NHS staff, under which people can be released from their job to be deployed for three weeks at a time.
- Clinical and/or professional expertise – you must already be established in your profession to be able to meet the demands of the roles and contexts you will be in during our responses. The expertise and skills requirements are included in the person specification – if you do not meet these please don't apply.
- Humanitarian competencies – UK-Med has defined a set of core humanitarian competencies that are required for all Register members. If you are an experienced humanitarian, you will be expected to demonstrate these through real examples from your previous work or volunteering. If you are a skilled clinician with limited or no humanitarian experience, you will be expected to display these competencies through our selection training activities.
- Suitability – We expect all Register members to have the highest standards of personal and professional conduct, and to share our commitment to Safeguarding and Equality, Diversity and Inclusion. We undertake extensive vetting to make sure that candidates meet our high standards of conduct. We also require all Register members to complete medical assessments to ensure that they are medically fit for deployment in our responses.

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 healthcare. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

Our people 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.

We are very excited about our plans to meet these challenges and to grow UK-Med and I hope you will join us on this exciting journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	MEAL Manager – Register
Pay:	GBP £3,200 to GBP £3,500 per month (dependant on assignment and experience)
Hours:	UK-Med Register role, no guarantee of any work, but if deployed will be full time.
Duration:	Register members who deploy will be offered fixed-term contracts. The duration will depend on the requirements of the response, but most responses are between 4 and 12 weeks.
Location:	Internationally and/or to any of the UK-Med responses.

Are you a Monitoring, Evaluation, Accountability and Learning (MEAL) practitioner experienced in leading MEAL in humanitarian settings?

UK-Med is a frontline medical aid charity. Born of the British National Health Service, 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 seeking for Monitoring, Evaluation, Accountability and Learning practitioners to join our Register with experience working in humanitarian contexts. You will be able to make yourself available to travel and work internationally at short notice for a minimum of 4-6 weeks (longer availability may be highly desirable).

Our ideal candidates will have significant experience of managing and leading MEAL efforts in setup and implementation of humanitarian responses, ideally with experience in health programming. You will be confident and capable developing, implementing and managing MEAL systems for complex programmes in challenging contexts. Furthermore, you must have experience of feeding programmatic MEAL into organisational learning to ensure future programme quality and alignment with organisational priorities.

As a MEAL Manager on our responses, you will be instrumental in enabling UK-Med to effectively understand and communicate its impact in our interventions. You will also:

- Be the response level MEAL go-to-person and provide support to UK-Med's Operations, Health and Learning teams where necessary.
- Provide support for external audit and quality assurance processes that UK-Med may be looking to undertake.

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.

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.

Especially looking at the large number of applications UK-Med receives and the multiple recruitments taking place at the same time, specifically during times of ongoing emergency surges.

How to apply

To apply, please complete the questions and submit your CV and covering letter through our [Online Jobs Portal](#) as soon as possible.

Applications must be submitted through our [online jobs portal](#) no later than **25th of October 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.

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	UK-Med Register: MEAL Manager
Place of work	Internationally / any of the UK-Med response including Ukraine and or to various other locations.

Purpose of role

The MEAL Manager on responses will:

- Be instrumental in enabling UK-Med to effectively understand and communicate its impact in our interventions by developing, implementing and managing MEAL systems and activities on response.
- Be the response level MEAL go-to-person and provide support to UK-Med’s Operations, Health and Learning teams where necessary, including feeding in to organisational learning and improvement processes.
- Provide support for external audit and quality assurance processes that UK-Med may be looking to undertake.

Key responsibilities

Technical

1	Liaise closely with Team Lead, Medical Coordinator and HQ on ensuring that logical frameworks, data collection tools, etc. continue to be relevant to mission objectives.
2	Ensure mission level MEAL is compliant with donor requirements for reporting
3	Lead the roll-out and implementation of the MEAL activities including roll-out orientation/training sessions to relevant colleagues and members
4	If relevant, adjust and develop MEAL tools for implementation on mission and activity levels
5	Support teams to ensure alignment between the tools and procedures
6	Ensure close liaison and linkage with HQ MEAL function

Learning and knowledge management

7	Maintain and adjust mission level MEAL frameworks and tools used to track progress and analyse information against both response and organisational targets
8	Ensure data quality through the implementation of effective data verification mechanism and undertaking routine data quality assessments at all levels
9	Identify MEAL capacity gaps and facilitate training for colleagues and members
10	Coordinate MEAL activities across the response
11	Support implementation of learning based on organisational evidence
12	Close liaison with Operations, Health, Learning and other relevant teams

External Audit and Quality Assurance	
13	Support external audit and organisational quality assurance processes with evidence and knowledge gathering
Other	
14	Participate in the preparation of the Situation Report (daily, weekly, monthly depending on mission requirements)
15	Contribute high quality data and content to the final deployment report
16	Submit any appropriate contributions to donor reports, specifically technical input relating to activities undertaken
17	Conduct an EoD debrief with Technical Lead of deployment to share challenges and learning from mission
18	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
19	Ad hoc duties as directed by the Team Lead and Medical Coordinator
20	Ad hoc duties as directed by the HQ MEAL Function
Safeguarding	
21	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
22	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion
General duties	
23	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy
24	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery
25	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts
26	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context
27	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med
28	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
29	Other tasks as might be required to ensure effective delivery of UK-Med / projects and programmes of work

Person Specification

UK-MED Register: MEAL Manager

Qualifications / Professional Memberships		
Q1	A relevant university degree	Desirable
Knowledge, Skills and Experience		
S1	<p>Significant knowledge and experience in developing, implementing and leading the day-to-day support of an organisation and programme-wide MEAL system, ideally in a humanitarian context or for a humanitarian organisation, hereunder:</p> <ul style="list-style-type: none"> • Development and implementations of framework and tools • Oversight and maintenance of tools and data collection efforts • Coordinating MEAL efforts in real time supporting fast paced (humanitarian) programme delivery. • Coordinating programme level MEAL efforts with wider organisational efforts 	Essential
S2	A good understanding of a range of methods and tools for monitoring, evaluation and assessment to promote evidence-based learning	Essential
S3	The ability to promote change and implement learning through collaboration and the use of evidence	Essential
S4	Excellent interpersonal and communication skills	Essential
S5	Personal drive to be a part of a small fast paced humanitarian health organisation	Essential
S6	Experience with operating in a complex humanitarian context	Essential
S7	Experience with health programming is a plus	Desirable
Personal Attributes		
A1	Personal integrity and the highest standards of personal conduct	Essential
A2	Commitment to high performance, striving for excellence in all aspects of work	Essential
A3	Determined; working hard to get the job done and finding solutions to problems	Essential
A4	Compassionate; putting the health and wellbeing of patients and colleagues at the heart of all actions	Essential

A5	Collaborative; inclusive and respectful in all interactions with others, and an active and skilled communicator	Essential
A6	Committed to learning; continuously developing own skills, supporting the development of others and contributing to continuous improvement	Essential
A7	Able to work independently with limited supervision	Essential

Practical requirements

P1	Willingness to commit time to and provide authorisation for vetting procedures, medical clearance, training and development and other readiness activities	Essential
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UK-Med Core Humanitarian Competencies

C1	Understands operating contexts, key stakeholders and practices affecting current and future humanitarian interventions	Essential
C2	Is accountable for own work and uses resources effectively to achieve lasting results	Essential
C3	Develops and maintains collaborative and coordinated relationships with colleagues, stakeholders and staff	Essential
C4	Operates safely and securely in pressured environments	Essential
C5	Adapts to pressure and change to operate effectively within humanitarian context	Essential
C6	Demonstrates humanitarian values and principles, and motivates others to achieve results in complex situations, independent of role, function or seniority	Essential

Key terms and benefits

Salary:	£3,200 - £3,500 GBP per month depending on experience
Working hours:	UK-Med Register role, no guarantee of any work, but if deployed work will be full-time.
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:	Register members who deploy will be offered fixed-term contracts. The duration will depend on the requirements of the response, but most responses are between 4 and 12 weeks.

UK-MED

Building a world
prepared to help