



Field Coordinator - Ukraine

Candidate Information Pack

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

Our strategic objectives address four main problems faced when providing emergency healthcare following a disaster:

- **Emergency response:** There are only a small number of international agencies and WHO verified Emergency Medical Teams capable of responding globally, at speed and scale, to spikes in need.
- **Providing expertise:** There are not enough medical and coordination staff as there are challenges recruiting, retaining and training the numbers required to meet growing need.
- **Raising standards:** The sector lacks consistency and consensus on training and accreditation for international health professionals.
- **Building resilience:** First response and continued support is most effective when provided by health professionals based within the country affected. Significant investment in training for staff is required to achieve this.

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

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| Role: | Field Coordinator, Kharkiv |
| Hours: | Full-time |
| Pay: | GBP £3,600 – GBP £4,000 gross per calendar month (dependent on experience) |
| Location: | Kharkiv, Ukraine |
| Duration: | 12 months |

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 provide excellent leadership and management for our humanitarian health programming in Ukraine?

UK-Med is a humanitarian NGO that has been responding to disasters for over thirty years. 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. 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.

Our Field Coordinators to provide day-to-day management, coordination and leadership to the field team across a particular geographic area, ensuring all team members are able to fulfil their objectives in a complex, dynamic and uncertain context. Although each base differs in its remit, the broader responsibilities of our Field Coordinators will include:

- Ensuring effective, high quality programme delivery and compliance with donor requirements
- Planning and implementing effective security management
- Team management and leadership, organising, setting priorities and building capacities.
- Coordination with external stakeholders, donors, partners, local authorities and other NGOs
- Strong communication with other field coordinators and senior management team
- Ensuring effective financial, administration and logistics to support programme activities.
- Ensuring an effective safeguarding approach across the programme

Our ideal candidates will have demonstrable understanding of humanitarian relief work and capacity building, including relevant experience in a field-based humanitarian context. You will have proven experience of managing and coordinating emergency programmes in complex and insecure environments, including experience of security management in insecure environments.

You will be able to demonstrate how you have led people and teams to successful delivery in demanding environments, and applied your management skills to build impactful programmes.

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.

How to apply

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

The deadline for applying is **Tuesday 28th of November 2023**, however we will be reviewing applications on an ongoing basis and so encourage you to apply as soon as possible.

The question you will be asked to answer are:

- Applicants must 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. Do you have an existing right?
- Please state what right to work you hold in the Ukraine? E.g. Right to work in the Schengen area/ Ukrainian citizen/ specific Visa. Please state details. Not sure what Schengen rights are? Follow this link (<https://www.etiasvisa.com/etias-requirements>)

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

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| Job Title | Field Coordinator, Kharkiv |
| Place of work | Kharkiv, Ukraine with possibility of travels to east Ukraine |
| Purpose of role | |
| <p>The Field Coordinator is the representative of UK-Med in the assigned geographic area, accountable for all operational aspects of the programme within that area. With proven experience of delivering programmes in insecure environments, provides day-to-day management, coordination, and leadership in the field team, ensuring all team members are able to fulfil their objectives in a complex, dynamic and uncertain context.</p> | |
| Key responsibilities | |
| Operations & Security Management | |
| 1 | To oversee security management of UK-Med operations in the assigned area within Ukraine and responsible for implementation of agreed security protocols together with the in-country security manager |
| 2 | To be accountable for day-to-day security related decision-making |
| 3 | To coordinate with the Deputy Country Director, Operations on maintaining up-to-date situational analysis |
| 4 | |
| People, leadership and human resources | |
| 4 | Responsible for identifying staffing needs in coordination with the Senior Management Team and working with HR on resourcing them |
| 5 | Responsible for the line management of all personnel deployed to the assigned field site, providing oversight and guidance to enable staff to successfully perform in their positions |
| 6 | To create and maintain a positive working environment built on UK-Med's values and ensuring the conditions for people to thrive in their work |
| 7 | To identify and manage disciplinary and grievance matters in consultation with the HR & Membership Team |
| Programme Management | |
| 8 | To collaborate with the Senior Management Team on developing UK-Med strategy |
| 9 | To liaise with partners and manage local relationships with authorities, donors, partners, coordination bodies etc |
| 10 | To ensure programme objectives are met and maintain a regular system of progress monitoring and evaluation against any indicators |
| 11 | To oversee support functions in the base i.e. logistics, finance and human resources |

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| 12 | To establish clear and regular team briefings |
| Safeguarding | |
| 13 | 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 |
| 14 | Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion |
| 15 | Ensure that programming is developed and managed in line with UK-Med's commitment to Safeguarding, including supporting safeguarding investigations where appropriate |
| General duties | |
| 16 | To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy |
| 17 | Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery |
| 18 | Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts |
| 19 | Comply with all health and safety policies and procedures |
| 20 | Undertake training and comply with vetting requirements and health requirements (including DBS / police checks, referencing, health screening and vaccination requirements) 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 / UK EMT deployments, projects and programmes of work |

Person Specification

Field Coordinator

| Qualifications / Professional Memberships | | |
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| 1 | Any relevant qualifications in management, humanitarian sector, health programming would be beneficial | Desirable |
| Knowledge, Skills and Experience | | |
| 2 | Proven experience of managing and coordinating emergency programmes in complex and insecure environments for at least 3 years in similar roles | Essential |
| 3 | Substantial and demonstrable understanding of humanitarian relief work and capacity building with relevant experience in a field-based humanitarian context for at least 3 years | Essential |
| 4 | Significant experience of security management in insecure environments of at least 2 years | Essential |
| 5 | Significant experience of leading people and teams to successful delivery in demanding environments of at least 3 years | Essential |
| 6 | Highly developed strategic planning skills with ability to build impactful programmes and influence coordination and response mechanisms of at least 2 years | Essential |
| 7 | Experience in project cycle management including proposal development, budgeting and reporting, monitoring and evaluation | Essential |
| 8 | Advanced skills in leadership: able to lead an interdisciplinary international and national staff team, including challenging, motivating and developing the team | Essential |
| 9 | Ability to scan the environment, anticipate changes, be comfortable with ambiguity and deal with a large number of elements interacting in diverse and unpredictable ways | Essential |
| 10 | Proven influencing and negotiating skills with internal and external audiences | Essential |
| 11 | Excellent planning, coordination and prioritisation skills and proven capacity to undertake varied tasks to tight deadlines | Essential |
| 12 | Strong critical thinking and analytic skills | Essential |
| 13 | Strong verbal and written communication | Essential |
| 14 | Fluent in English language (UN Level 3 minimum) | Essential |
| 15 | Experience in developing concept notes and donor proposals | Desirable |

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| 16 | Strong budget management experience | Desirable |
| 17 | Proficiency in Ukrainian language | Desirable |
| Personal Attributes | | |
| 18 | Able to carry out the responsibilities of the role that they are assigned to, in a way which reflects UK-Med's commitment to safeguarding vulnerable groups and is in accordance with the Safeguarding Policy | Essential |
| 19 | Is committed to UK-Med's vision, mission, values and approach | Essential |
| 20 | Understands risk management and has professionalism and composure to implement UK-Med security policy | Essential |
| 21 | Able to demonstrate ability to ensure programme quality and impact, ability to be accountable for own work and make decisions in high pressure environment | Essential |
| 22 | Is a patient and good communicator (oral/written), who can function well in a working environment that involves a lot of diversity of cultures, languages and personal interests and agendas | Essential |
| 23 | Behavioural role model for peers and fellow team members and inspirational leader | Essential |
| Practical requirements | | |
| 24 | Available immediately or within a short timescale | Essential |
| 25 | Existing right to work in Ukraine and travel through transit countries | Essential |
| 26 | Fit to deploy to Ukraine; willing and able to complete and pass medical clearance processes | Essential |
| 27 | In good standing with a history of good conduct; willing and able to undergo and pass UK-Med safeguarding vetting processes | Essential |
| UK-Med Core Humanitarian Competencies | | |
| 28 | Understands operating contexts, key stakeholders and practices affecting current and future humanitarian interventions | Essential |
| 29 | Is accountable for own work and uses resources effectively to achieve lasting results | Essential |
| 30 | Develops and maintains collaborative and coordinated relationships with colleagues, stakeholders and staff | Essential |
| 31 | Operates safely and securely in pressured environments | Essential |
| 32 | Adapts to pressure and change to operate effectively within humanitarian context | Essential |
| 33 | 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

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| Salary: | GBP £3,600 – GBP £4,000 gross per calendar month (dependent on experience) |
| Working hours: | Full-time; you will be required to work the hours as are necessary for the proper discharge of duties. |
| Annual Leave: | 33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be taken) with an additional RnR package to be discussed during interview process. |
| 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: | There are no required professional memberships although relevant memberships may be an advantage. |
| Term of contract: | 12 months |

UK-MED

Building a world
prepared to help