



Deputy Director of Health

Candidate Information Pack

January 2024

Contents

2. Contents
3. Introduction
4. Advert
6. About UK-Med
8. Job description
10. Person Specification
12. Key terms and benefits

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 10,000 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: Deputy Director of Health
Salary: Up to £54,600 annual gross
Hours: Full-time
Duration: Permanent contract
Location: UK-Med Office, Manchester, UK or remote working options within +/-2 hours of UK Time

Visa sponsorship may be available for exceptional candidates for this role who are willing to relocate to the UK, subject to the relevant Home Office immigration requirements and regulations.

We are seeking a Medical Professional, with significant expertise and experience in global humanitarian and disaster responses, to provide specialist technical guidance and leadership across our humanitarian health programming.

UK-Med is an NGO providing emergency health support in times of crisis and humanitarian emergencies. We provide clinical support, as well as training and capacity building for health professionals around the world, with particular focus on countries vulnerable to natural disasters, outbreaks or with weakened health systems due to complex emergencies. As a key partner of the UK Emergency Medical Team (UK EMT), we work closely with FCDO and the WHO, but we are also growing our own programmes. Our work has never been more vital, with disease outbreaks and disasters becoming more frequent, complex and severe.

Following a period of significant growth we are seeking a medical professional to join our team in this pivotal role. Our portfolio of emergency health programmes continues to grow at pace, with current or recent projects in countries including Ukraine, Afghanistan, Malawi, Myanmar and Turkey. Projects include outbreak response, health worker capacity building, trauma and surgical care and health systems strengthening.

The successful candidate will have significant experience in the area of emergency response and disaster medicine, ideally including migration and conflict contexts. You will be able to apply your expertise to developing strategy at an HQ level, designing health responses and capacity building programmes as well as contributing to grant proposals. You will be willing and able to deploy overseas with our responses, providing leadership to health teams and liaising closely with Ministries of Health, WHO and other external partners.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference through humanitarian work. UK-Med is a growing and developing organisation with a committed team of staff, volunteers and members.

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.

If applying from outside of the UK and you are willing to relocate, applicants will need to meet the Home Office requirements for the Skilled Worker Visa that include:

1. Pass the UKVI IELTS/Provide proof of English language proficiency,
2. Obtain a clear Tuberculosis test (for certain countries)
3. Clean immigration history.

Applications must be submitted through our [online jobs portal](#) no later than **Monday 29th of January 2024**

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're a charity and our medical teams respond to disasters around the world. We work with local emergency teams to build their resilience to future threats.

UK-Med has been responding to emergencies since 1988, when a team of eight Manchester clinicians led by our founder Prof. Tony Redmond, went to Armenia in aid of those who had been hit by a devastating earthquake. When Ebola hit West Africa in 2014, killing over 11,000 people, we recruited, trained and sent 150 NHS clinicians to work in treatment centres alongside local health workers to help bring the outbreak under control.

We have deployed clinicians following numerous large-scale natural and manmade disasters, treating patients in emergencies in Armenia, Iran, China, Haiti, Nepal, Cape Verde Islands, Sierra Leone, Bangladesh, the Philippines, Gaza, Samoa, the Kurdish refugee crisis and the Siege of Sarajevo. We have delivered training to thousands of healthcare workers in local and regional medical teams in Sierra Leone, South Sudan, China, Malawi, Myanmar, Armenia and Uganda.

The UK EMT

We are a partner in the UK Emergency Medical Team (UK EMT), the front line of the UK government's response to a humanitarian crisis overseas, funded by the Department for International Development.

We prepare teams of up to sixty clinicians 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.

The EMT network is driven by the World Health Organisation (WHO) and ensures that teams that respond following disasters are well trained, self-sufficient and have the skills and equipment to respond effectively rather than imposing a burden on the national system.

UK-Med Vision, Mission and Values

Vision

People affected by epidemics, conflict and natural disasters receive high-quality emergency medical care.

Mission

To provide high-quality essential health care in response to natural and man-made disasters.

Values:

Professional – The emergency medical care and training we provide is of the highest standard, recognised by both the World Health Organisation and UK government

Excellence – The emergency medical care and training we provide is of the highest standard, recognised by both the World Health Organisation and UK government.

Accountable – Our patients, colleagues, partners and donors are at the core of what we do.

Collaborative – We work with partners and other medical teams to ensure people affected by disasters receive the best possible care.

Effective – We work where the need is greatest, adapting our actions to the specific context.

Altruistic – Saving lives and alleviating suffering is our drive.

Job Description

Job Title	Deputy Director of Health
Reports to	Health Director
Duration	Permanent contract
Hours	Full-time
Place of work	UK-Med Office, Manchester, UK or remote working options within +/-2 hours of UK Time

Purpose of role

Provide specialist health insight, programmatic technical support and management guidance at HQ and to UK-Med's humanitarian health responses, with a particular focus on emergency surge responses and to select longer term programs

Key responsibilities

Strategic advice

1	Deliver and support on UK-Med's current strategy and approach to health in Outbreaks, Disaster and Conflict Responses as well as Emergency Preparedness in complex humanitarian emergencies, helping to drive the achievement of international standards
2	Identify funding opportunities and/or partnerships and also support the development of project proposals to grow UK-Med's portfolio in these areas of response
3	Build upon existing and future relationships and strategic partnership in current & future countries of operation with key health authorities, personnel and relevant national and international stakeholders that will support the implementation of our projects, delivery of technically sound activities and reaching defined objectives
4	Ensure successful strategic planning, and the production of meaningful knowledge management products to demonstrate UK-Med's engagement and leadership in the field, as well as our continued engagement as an independently WHO Verified EMT and the main delivery agency of the UK EMT
5	Where deemed relevant by Health Director, represent UK-Med at relevant International and National fora with different levels of stakeholders and institutions

Operations and programming

6	Together with relevant line management and thematic focal points, provide technical assistance and oversight for the design, delivery and implementation of UK-Med's projects around the world
7	Develop relevant SOPs and Response guidelines and protocols for all-hazards approach – such as population displacements, natural and man-made disasters, conflicts, etc. as well as supporting these being adapted at country and response level where required
8	Ensure that all elements of response preparedness for areas of responsibility are established, such as infrastructure, supplies and documentation (e.g. role descriptions for clinicians, clinical governance) to ensure surge capabilities meet EMT standards as defined by the WHO Blue Book

9	Support our deployed EMTs and country teams to adapt, contextualise and test protocols and procedures through sound technical leadership and oversight
10	Develop and/or support implementation of relevant training and capacity building activities for responses or ad-hoc programs in collaboration with the Learning and Capacity Building Department
11	Ensure that knowledge, skills and overall capacity of UK-Med health staff at HQ and country level, as well as UK-Med partners, are developed through training and best practice in coordination with UK-Med's Training team
12	In coordination with our partners and/or through the use of relevant monitoring tools, implement a monitoring process to ensure that the implementation and oversight of pending disasters and/or conflicts is in place and relevant departments being updated
13	Identify and support research opportunities, as appropriate, related to UK-Med work, in collaboration with academic partners and the SHA for Research
14	Contribute to the interviewing, selection and training of UK-Med's registers of clinical surge personnel as well as working with the HR team to ensure we always maintain the highest levels of clinical capability on our Register
15	Work with the UK-Med communications teams to support the promotion of our work to internal and external audiences.
Reporting	
16	Produce targeted objectives, progress and reports as scheduled in collaboration with other members of the Health team, and other departments where required
17	Produce regular activity reports and updates in line with UK-Med policy and as required by external donors
18	Ensure lessons learned from program implementation are well documented and shared, including in blogs, journals, conferences and other appropriate venues in collaboration with reporting line
19	In coordination with the Health Director and other SHA's, produce high-quality reports and constant monitoring and evaluation to best exemplify our humanitarian programming and overall reach
International Response	
20	Deploy overseas to humanitarian contexts as required. This may include undertaking assessments, initial set up of a response, clinical delivery, expert advice, clinical leadership, providing cover for team members and/or building strategic partnerships
21	Provide high quality remote technical advice to response teams as appropriate, while ensuring those under line management are equally capable to deliver high quality support.

Person Specification

Deputy Director of Health

Qualifications / Professional Memberships		
1	Qualified and licensed Medical Doctor or Nurse	Essential
2	Additional qualifications / professional memberships / training in relevant medical disciplines and/or humanitarian field (ex. MPH, PhD, etc.)	Essential
Knowledge, Skills and Experience		
3	Significant professional experience (expected to be at least 5 years) in the areas of complex humanitarian emergencies, disaster medicine, and/or conflict response with international actors and/or UN agencies	Essential
4	Knowledge and experience in the principles of disaster prevention, disaster risk reduction and disaster management	Essential
5	Experience of designing and/or delivering capacity building and training interventions	Essential
6	Strong understanding of the health needs of outbreak, conflict or disaster affected communities and delivering support to populations in need	Essential
7	Experienced in building or maintaining partnerships, including experience working with Ministries of Health, UN/WHO, INGOs, and donors in the humanitarian field	Essential
8	Understanding of and a firm commitment to raising standards of patient care, with a strict adherence to best practices in relation to safeguarding, protection, health and safety and equality	Essential
9	Proficient in English Language, written and spoken	Essential
10	Proficiency in a 2nd UN language, such as Spanish, French, Russian or Arabic	Desirable
11	Experience of contributing to health programme design, grant proposals and donor reporting	Desirable

Personal Attributes

12	Able to independently manage assignments and meet tight deadlines within a busy workload	Essential
13	Excellent interpersonal, representation and negotiation skills, with the ability to influence, build consensus and develop partnerships	Essential
14	A skilled and decisive problem solver, able to prioritise and exercise sound judgment in HQ and field based work	Essential
15	Flexible, with a can-do attitude and able to drive growth and raising standards	Essential
16	Collaborative and an excellent teamworker, skilled in working across multi-disciplinary and multi-cultural teams and remotely based teams	Essential
17	Awareness and sensitivity towards all matters concerning culture, gender, religion, race and nationality.	Essential
18	Confident in dealing with senior and high-ranking members of international, national and local institutions, government and non-government organizations	Essential
19	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do	Essential

Practical requirements

20	To attend the UK-Med Office in Manchester, UK for meetings, workshops and collaborative work as defined by Health Director	Essential
21	Willing to comply with and able to pass medical and safeguarding checks required to ensure suitability for deployment	Essential
22	Willingness to work some weekends and evenings as required to deliver on humanitarian emergencies	Essential
23	Willingness to deploy with UK-Med overseas as required and in collaborative decision with the Health Director	Essential

Key terms and benefits

Salary:	Up to £54,600 gross per annum dependent on qualifications and 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
Deployment:	You will be expected to spend time overseas in our international programmes of work (up to 40% of time over any year). You must be fit to deploy and agree to undertake medical assessments to confirm this fitness.
Safeguarding:	To ensure the suitability for the role's work with both adults and children, and in compliance with regulatory bodies, an assessment of suitability to work with these groups will be completed which will include DBS / police checks. Suitability for this work is a condition of employment.
Professional requirements:	Medical Doctor or Nurse; additional professional registrations may be an advantage
Term of contract:	Permanent

UK-MED

Building a world
prepared to help