



Learning Design Specialist (Short term)

Job Description & Person Specification

January 2024

Contents

2. Contents
3. Introduction
4. Advert
5. How to apply
6. About UK-Med
8. Job description
11. Person specification
13. 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 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: | Learning Design Specialist |
| Hours: | Full-time |
| Remuneration: | Up to £41 000 GBP (depending on experience) |
| Duration: | 5 months post till June 2024 |
| Location: | Manchester, UK (Hybrid working available) |

The Learning Design Specialist to design and coordinate development of learning solutions for humanitarian emergency preparedness.

The Learning Design Specialist at UK-Med is pivotal in enhancing the preparedness and competence of healthcare professionals for humanitarian emergency response initiatives.

This short-term position focuses on efficiently designing and coordinating development of targeted training programs for both internal organisational audiences and external partners. The goal is to ensure that our Core Staff and a Register of approximately 1200 healthcare professionals worldwide are thoroughly equipped to provide exceptional care, leading to positive outcomes for the patients and communities we serve.

The Learning Design Specialist will innovate and refine UK-Med's training content, ensuring it meets the specific needs of a diverse, global workforce. Expand the learning portfolio, incorporating digital, in-person, and simulation-based training tailored to strategic priorities. Establish and nurture partnerships to enhance our bespoke B2B learning offerings, ensuring they meet the dynamic needs of our partners and maintain industry-leading standards.

The Learning Design Specialist will provide expert advice and support on designing effective learning solutions for external partners and conduct engaging and effective training sessions, both online and face-to-face, catering to the varied learning preferences and needs of the participants.

You will have a positive and flexible problem-solving approach and be willing, able, and ready to deploy to support all UK-Med programmes and projects.

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 **12th of February 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.

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

Learning Design Specialist

| | |
|----------------------|--|
| Job Title | Learning Design Specialist |
| Reports to | Director of Learning and Capacity building |
| Duration | 5 months – till June 2024 |
| Hours | Full-time |
| Place of work | Manchester, UK (hybrid working available) |

Purpose of role

The Learning Design Specialist will be the central figure in the designing, and coordination of development of bespoke training solutions for UK-Med. This role involves a significant focus on learning design and development, partnership building for B2B bespoke learning offers, and the delivery of training both in-person and online.

Key responsibilities

Rapid Training Design & Coordination:

1. Swiftly design and tailor training activities to meet individual and collective needs, prioritizing essential skill-building for collaborative response work.
2. Provide expedited support and advice for the terms of reference for emergent training initiatives.
3. Lead the rapid development and piloting of 2-3 critical training processes in close collaboration with the training team and technical experts.

Focused Quality Assurance:

4. Conduct streamlined quality assurance for crucial new and existing training courses, ensuring immediate effectiveness and relevance.
5. Perform targeted Training Needs Analyses to ensure the learning solutions are precisely aligned with current needs.
6. Work closely with Subject Matter Experts to ensure consistency and high quality in the compressed timeline.

Efficient Project Management & Training Delivery:

7. Project manage e-learning development project with a focus on immediate roll-out and impact.
8. Deliver both online and in-person training, emphasizing quick deployment and high engagement.
9. Contribute to design and delivery of key clinical and operational simulation exercises, ensuring they are aligned with urgent training needs.

Strategic Communication & Training framework development:

| | |
|-----|---|
| 10. | Contribute to ongoing work on design and development of UK-Med's capacity Building framework, including providing dedicated support on formulating UK-Med's training evaluation framework |
| 11. | Provide concise, relevant feedback after training events to facilitate rapid improvement and adaptation of UK-Med's training offerings. |
| 12. | Ensure that key organizational messages are integrated and clearly communicated in all training content, maintaining alignment with organizational standards and goals. |

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. |

General duties

| | |
|-----|--|
| 15. | To ensure and promote Equality, Diversity, and Inclusion (EDI) in line with UK-Med's EDI Policy. |
| 16. | Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery. |
| 17. | Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts. |
| 18. | Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med. |
| 19. | 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. |
| 20. | Other tasks as might be required to ensure effective delivery of UK-Med / projects and programmes of work. |

Person Specification

Learning Design Specialist

| 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 large audiences | Essential |
| 4 | Demonstrated experience in effective facilitation and training delivery applying adult learning methodologies throughout | 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 |
| 23 | Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities. | Essential |

Key terms and benefits

| | |
|-----------------------------------|---|
| Salary: | Up to £41 000 GBP (depending on experience) gross annual depending on experience |
| Working hours: | You will be required to work the hours as are necessary for the proper discharge of the duties with the notional requirement being 35 hours per working week. 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 is 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: | 5 months – Short term till end of June 2024 |

UK-MED

Building a world
prepared to help