



# Head of Security

Candidate Information Pack

April 2024

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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 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:	Head of Security
Hours:	Full-time
Remuneration:	£47,250 gross annual (dependent on experience)
Duration:	Permanent contract
Location:	Manchester, UK (hybrid working available), with up to 40% of time on international deployment

### **Can you ensure the safety and security of our humanitarian health teams as they deploy around the world?**

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. When Ebola struck West Africa in 2014 we recruited and trained UK doctors and nurses who helped local medical teams and other NGOs to bring the outbreak under control. 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.

We are recruiting a Head of Security to ensure effective safety and security arrangements are in place for the UK EMT. Our new Head of Security will lead on strategic and operational management of safety and security for the UK EMT. You will design, draft and disseminate overarching safety and security plans and crisis management plans and attendant structures, and will advise Team Leaders in the field including deploying with large responses as required. It is a standalone role and you will be responsible for all areas of security management.

Our ideal candidate will bring significant security expertise developed through significant experience working in the humanitarian sector (expected to be at least 5 years) including in insecure environments, and who is willing to spend up to 40% of their time on deployment as part of our responses.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference through and influential role in humanitarian programming.

## How to apply

To apply, please submit a **current CV and a supporting letter** (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 **1<sup>st</sup> May, 2024**

***Applications for work in the UK can only be accepted from people with an existing right to work in the UK.***

*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](http://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.

### The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call 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.

## 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

<b>Job Title</b>	Head of Security
<b>Reports to</b>	International Operations Director
<b>Duration</b>	Permanent
<b>Hours</b>	Full-time
<b>Place of work</b>	Manchester, UK (hybrid working available), with up to 40% of your time on international deployments.
<b>Purpose of role</b>	
To lead the effective safety and security management of UK Med and the UK Emergency Medical Team (UK EMT).	
<b>Key responsibilities</b>	
<b>Strategic Leadership and System Development</b>	
1	Lead on strategic and operational management of safety and security for the UK EMT.
2	Ensure UK EMT partner liaison and coordination including leading the UK EMT Safety and Security working group.
3	Design, draft and disseminate overarching safety and security plans and crisis management plans and attendant structures for the UK EMT.
4	Assume overall responsibility for UK-Med security systems procedures, tools and day to day security management with oversight from the International Operations Director.
5	Drive and oversee the design and development of guidelines, systems and processes for safety and security that align and compliment other systems and processes (e.g. Operations Manual and pre-deployment guidelines).
6	Work with Support Services to ensure effective budgeting for safety and security equipment, training, deployments, subscription services, advisory services and insurance.
7	Work with Support Services and Operations Teams to ensure comprehensive insurance policies are in place.
8	Develop and build effective relationships and partnerships within the humanitarian security global networks and represent UK-Med / UK EMT externally where appropriate (e.g. FCDO, UNDSS, WHO, INGO global security networks).
9	Work with the Health and HR teams to ensure streamlined systems for management of staff safety in the field.
10	Work closely with the HR team and partners to ensure security guidelines are in line with and support safeguarding and protection policies.
11	Ensure effective systems are in place to facilitate the safe deployment of UK-Med personnel.



12	Ensure effective and timely communication to UK EMT personnel and partners on new developments key issues and trends within humanitarian security management.
13	Work with HR and Membership Team to develop a small cadre of roster security staff available for deployment with responses.
14	Work with the Head of Logistics and Logistics Manager to ensure effective security management within key logistics functions, including field logistics, medical logistics, warehouse.
15	Work with the Logistics team to ensure identification and procurement of security equipment / items as necessary.
16	Work with other teams across UK-Med and UK EMT partners to build capacity of all relevant staff in safety and security including support to design and delivery of capacity building and training courses.
<b>Emergency Medical Team Deployment</b>	
17	Deploy overseas to humanitarian contexts as required (up to 40% of time is expected for deployments). This may include undertaking assessments, supporting the initial set up of a response, monitoring / evaluating responses.
18	Undertake security analysis prior to and throughout deployment, informing management of issues and advising on adaptations in a timely manner.
19	Oversee the management of security personnel in field where appropriate.
20	In-country security liaison with national authorities, UNDSS and other UN Agencies (WHO, EMT CC), INGOs, partner agencies, local communities and other relevant parties as necessary.
21	Provide support and guiding advice to incident management, crisis management and medevac as required.
22	Compile security guidelines for deployment including risk / threat matrix, SOPs etc. and update as necessary.
23	Provide regular security updates to UK EMT Team Leader and briefings to the UK EMT Team including regular EMT sitreps, security alerts or rapid information dissemination as necessary.
24	Lead on post deployment security evaluations and lessons learned processes and reporting.
<b>Safeguarding</b>	
25	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.
26	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
27	Ensure that the security approach supports UK-Med's commitment to Safeguarding, including supporting security of safeguarding investigations where appropriate.
<b>General duties</b>	

28	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
29	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
30	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
31	Comply with all health and safety policies and procedures.
32	Undertake training and comply with vetting and health requirements (including CRB / police checks, referencing, health screening and vaccination requirements) appropriate to the role as specified by UK-Med.
33	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.
34	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

# Person Specification

## Security Manager

<b>Qualifications / Professional Memberships</b>		
1	Degree in a relevant subject or other relevant training or qualifications	Desirable
<b>Knowledge, Skills and Experience</b>		
2	Significant professional experience in humanitarian security operations management (expected to be at least 5 years)	Essential
3	Experience of humanitarian programming in insecure environments	Essential
4	Understanding of current security management good practice	Essential
5	Excellent interpersonal, representation and negotiation skills, with the ability to influence, build consensus and develop partnerships	Essential
6	Understanding of and commitment to best practice in relation to safeguarding, health and safety	Essential
7	Experience in senior leadership in NGO headquarters of similar environment	Desirable
8	Experience of health and EMT programming	Desirable
9	Proficiency in a 2nd language, such as Spanish, French, or Arabic	Desirable
<b>Personal Attributes</b>		
10	Able to deal with ambiguity and grow processes in a new team within a growing and evolving organisation	Essential
11	Proven ability to lead, coordinate, work with and deliver activities with partners	Essential
12	A skilled and decisive problem solver, able to prioritise and exercise sound judgment	Essential
13	Flexible, with a can-do attitude	Essential
14	Able to work effectively both independently and as part of a team	Essential

15	Energetic and resilient individual who thrives in a fast-paced and rapidly-changing environment	Essential
16	A patient, calm and good communicator (oral/written), who functions well across different cultures, languages, personal interests and agendas	Essential
17	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do	Essential
<b>Practical requirements</b>		
18	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential
19	Willingness to deploy with UK-Med international deployments as required, up to 40% of your time.	Essential
20	A willingness to work in insecure environments	Essential
21	Willing to comply with and able to pass medical and safeguarding checks required to ensure suitability for deployment	Essential

## Key terms and benefits

<b>Salary:</b>	£47,250 gross annual (dependent on experience)
<b>Location:</b>	UK-based, with regular attendance in Manchester
<b>Working hours:</b>	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.
<b>Annual Leave:</b>	25 days per year plus 8 public holidays
<b>Pension:</b>	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme
<b>Deployment:</b>	You may be selected to travel in support of our international programmes of work. To do so you must be fit to deploy and agree to undertake medical assessments to confirm this fitness
<b>Safeguarding:</b>	To ensure the suitability for the role's work with both adults and children, an assessment of suitability to work with these groups will be completed which may include a DBS / police checks. Where a role requires this, suitability for this work is a condition of employment.
<b>Professional requirements:</b>	Membership of professional bodies is not a requirement but may be an advantage
<b>Term of contract:</b>	Permanent

# UK-MED

Building a world  
prepared to help