

# UK-MED



## Humanitarian trainees Health, Operations & Logistics (3 positions)

Candidate Information Pack

January 2025

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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 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:	Humanitarian Trainees   Health, Operations & Logistics (3 positions)
Remuneration:	£31,500 GBP annual gross (dependent on experience)
Duration:	18 months (with possible extension dependent on funding)
Location:	UK-based with international deployment

**Are you looking to kickstart your career in the humanitarian sector? Is your ambition to develop towards leadership roles in humanitarian work? And are you willing to work hard, learn by doing, and contribute to humanitarian work by doing everything it takes to deliver lifesaving health emergency responses?**

UK-Med is a frontline medical aid charity. Born of the NHS, 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 excited to launch our Humanitarian Trainee Scheme, offering three distinct trainee roles in the areas of Health, Operations, or Logistics. The Humanitarian Trainee Scheme presents an unparalleled learning opportunity for early career professionals who are committed to a career in humanitarian work. It is an opportunity to catapult your career forward towards humanitarian leadership roles within Health, Operations and Logistics. The Humanitarian Trainee Scheme consists of an 18-month pathway designed to provide in-depth exposure to humanitarian health programming through a structured professional development plan where you will embed in a team and contribute actively to the daily work and priorities in the team and wider organisation both in Headquarters and in the field whilst engaging in formal and informal professional development opportunities through training, mentoring, on-the-job learning, etc.

### **As a trainee, you will:**

- Embed in a team in UK-Med headquarters where you will contribute to our broad preparedness and activities within Health, Operations or Logistics.
- Deploy internationally to assist in delivering humanitarian health responses.
- Participate in tailored training, mentoring, and shadowing to build your skills and experience.

We are looking for **three motivated individuals**, each focused on one of the key areas:

1. Health Trainee
2. Operations Trainee
3. Logistics Trainee

You will have relevant qualifications (e.g., a degree or postgraduate qualification depending on the role) and a keen interest in the humanitarian sector. Some professional and international experience is essential, along with a strong drive to develop your career in one of these critical fields.

This is a unique opportunity to gain hands-on experience, develop your skills, and make a meaningful impact in global health emergencies.

We are proud to offer a supportive and collaborative working environment, with the opportunity to contribute to life-saving humanitarian responses.

## 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 27<sup>th</sup> of January 2025**.

Shortlisted candidates will be contacted for the next stage of the selection process, which includes interviews and in-person assessments to evaluate their skills and suitability for the role.

Please note: Due to the nature of this role, candidates must be deployable without the need for additional visa applications to Schengen countries. This requirement is essential for operational reasons to ensure swift and efficient deployment in humanitarian settings, enabling timely and effective responses to crises.

**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.*

# Job Description

## Health Trainee

<b>Job Title</b>	Health Trainee
<b>Duration</b>	18 months
<b>Hours</b>	Full-time
<b>Place of work</b>	UK-based with international deployment

### Purpose of role

The Humanitarian Trainee Scheme is an 18-month professional development program offering three roles in Health, Operations, and Logistics. Trainees will embed in a team and gain hands-on experience supporting UK-Med’s humanitarian health programming, both in the UK and internationally. Each trainee will have a specific focus area while contributing to broader organizational goals and emergency response activities.

### Key responsibilities

#### Health Trainee

1	Support the development and/or implementation of health-specific Standard Operating Procedures (SOPs).
2	Provide support to technical backstopping during humanitarian responses, including reviews of health protocols and clinical guidelines used in the field.
3	Assist in targeted organisational capacity-building initiatives and training activities for UK-Med register members, field based staff and/or national staff, as applicable.
4	Contribute to new business development by assisting in the preparation of grant applications and health program proposals.
5	Support the collection, collation, and analysis of health-related data for reporting and evaluation.
6	Potentially deploy to field locations to provide technical and/or administrative support to health teams during responses.
7	Participate in after-action reviews to capture lessons learned and improve health program delivery.

#### General Trainee Responsibilities:

8	Day-to-day administration tasks such as: Maintain and administer lists, update documents, copy editing, fill out forms, update database, screen CVs, support with interviews, etc.
9	Engage in formal and informal training activities, including UK-Med’s Core Training pathway and tailored development programs.
10	Actively participate in mentoring, shadowing and on-the-job training opportunities to build skills and understanding.

11	Contribute to organisational learning by sharing experiences, insights, and best practices with colleagues.
12	Support the design and implementation of UK-based training and simulations exercises as required.
<b>International Deployment</b>	
13	Deploy internationally as required in an operations support role, supporting the team lead / head of mission and other operational leaders in their roles
14	Undertake such duties as are required for the effectiveness of the response, including but not limited to providing administrative support, ensuring effective record keeping, drafting / collating data for sitreps, finance and HR administration, liaison with team members, suppliers and partners, communications activities such as photography and interviewing.
<b>Safeguarding</b>	
15	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.
16	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
<b>General duties</b>	
17	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
18	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
19	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
20	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) 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 projects and programmes of work.

# Person Specification

## Health Trainee

<b>Qualifications / Professional Memberships</b>		
1	A medical degree (MD) or nursing qualification, preferably complemented by a Master’s degree or an MPH (Master of Public Health).	Essential
2	Other relevant qualifications or professional memberships are desirable.	Desirable
<b>Knowledge, Skills and Experience</b>		
3	A minimum of two years of clinical experience following the completion of a clinical degree.	Essential
4	Solid understanding of humanitarian principles	Essential
5	Excellent interpersonal and people skills, with the ability to work effectively in multicultural environments.	Essential
6	Strong administrative skills, including ability to deliver to high standards in short timeframes	Essential
7	Proficiency in Microsoft Office applications, particularly Word, Excel, Teams, and PowerPoint.	Essential
8	Attention to detail combined with ability to relate things to the wider context.	
9	International experience through volunteering, work, study, relocating countries, extended travels, etc.	Essential
10	Previous experience of highly relevant activities e.g. humanitarian health, Emergency Medical Teams, first phase emergency responses.	Desirable
11	Proficiency in an additional language, such as French, Spanish, or Arabic.	Desirable
<b>Personal Attributes</b>		
12	Highest standards of integrity.	Essential
13	Flexible, can-do attitude and good team player; thriving in rapidly changing environments.	Essential
14	Excellent time and task management skills with the ability to balance a full and dynamic workload and make decisions in a fast-paced environment.	Essential
15	Excellent communication skills, both verbal and written.	Essential

16	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and standards.	Essential
17	Highly motivated, willing both to work very independently and under specific direction as required.	Essential
<b>Practical requirements</b>		
18	Willingness to travel internationally to humanitarian, including conflict, contexts as part of first-line response.	Essential
19	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
20	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

## Job Description

## Operations Trainee

<b>Job Title</b>	Operations Trainee
<b>Duration</b>	18 months
<b>Hours</b>	Full-time
<b>Place of work</b>	UK-based with international deployment

### Purpose of role

The Humanitarian Trainee Scheme is an 18-month professional development program offering three roles in Health, Operations, and Logistics. Trainees will embed in a team and gain hands-on experience supporting UK-Med’s humanitarian health programming, both in the UK and internationally. Each trainee will have a specific focus area while contributing to broader organizational goals and emergency response activities.

### Key responsibilities

#### Operations Trainee

1	Provide co-ordination and operational support for emergency responses, including pre departure de-briefing, coordinating travel, accommodation, and per diems for deploying personnel.
2	Assist in grant management, including donor reporting and budget monitoring.
3	Contribute to response readiness activities, such as staff readiness checks, asset management, and compliance with safeguarding policies.
4	Support new business development activities, including proposal writing, submission, and reporting.
5	Assist in the coordination and administration of project team meetings, preparing documentation, and maintaining shared information systems.
6	Deploy to international responses to support in-country operations, including logistics coordination, reporting, sit reps and general operational support
7	Assist in data collection and reporting for operations and health teams.

#### General Trainee Responsibilities:

8	Day-to-day administration tasks such as: Maintain and administer lists, update documents, copy editing, fill out forms, update database, screen CVs, support with interviews, etc.
9	Engage in formal and informal training activities, including UK-Med’s Core Training pathway and tailored development programs.
10	Actively participate in mentoring, shadowing and on-the-job training opportunities to build skills and understanding.
11	Contribute to organisational learning by sharing experiences, insights, and best practices with colleagues.

12	Support the design and implementation of UK-based training and simulations exercises as required.
<b>International Deployment</b>	
13	Deploy internationally as required in an operations support role, supporting the team lead / head of mission and other operational leaders in their roles
14	Undertake such duties as are required for the effectiveness of the response, including but not limited to providing administrative support, ensuring effective record keeping, drafting / collating data for sitreps, finance and HR administration, liaison with team members, suppliers and partners, communications activities such as photography and interviewing.
<b>Safeguarding</b>	
15	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.
16	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
<b>General duties</b>	
17	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
18	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
19	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
20	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) 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 projects and programmes of work.

# Person Specification

## Operations Trainee

<b>Qualifications / Professional Memberships</b>		
1	A degree-level qualification in a relevant field (e.g., health, operations, logistics, or related disciplines).	Desirable
2	Other relevant qualifications or professional memberships are desirable.	Desirable
<b>Knowledge, Skills and Experience</b>		
3	A minimum of two years of experience in an operational, administrative, or project support role, with some exposure to leadership responsibilities	Essential
4	Experience delivering results in fast-paced environments.	Essential
5	Solid understanding of humanitarian principles	Essential
6	Excellent interpersonal and people skills, with the ability to work effectively in multicultural environments.	Essential
7	Strong administrative skills, including ability to deliver to high standards in short timeframes	Essential
8	Proficiency in Microsoft Office applications, particularly Word, Excel, Teams, and PowerPoint.	Essential
9	Attention to detail combined with ability to relate things to the wider context.	Essential
10	International experience through volunteering, work, study, relocating countries, extended travels, etc.	Essential
11	Previous experience of highly relevant activities e.g. humanitarian health, Emergency Medical Teams, first phase emergency responses.	Desirable
12	Proficiency in an additional language, such as French, Spanish, or Arabic.	Desirable
<b>Personal Attributes</b>		
13	Highest standards of integrity.	Essential
14	Flexible, can-do attitude and good team player; thriving in rapidly changing environments.	Essential

15	Excellent time and task management skills with the ability to balance a full and dynamic workload and make decisions in a fast-paced environment.	Essential
16	Excellent communication skills, both verbal and written.	Essential
17	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and standards.	Essential
18	Highly motivated, willing both to work very independently and under specific direction as required.	Essential
<b>Practical requirements</b>		
19	Willingness to travel internationally to humanitarian, including conflict, contexts as part of first-line response.	Essential
20	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
21	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

# Job Description

## Logistics Trainee

<b>Job Title</b>	Humanitarian Trainee
<b>Duration</b>	18 months
<b>Hours</b>	Full-time
<b>Place of work</b>	UK-based with international deployment

### Purpose of role

The Humanitarian Trainee Scheme is an 18-month professional development program offering three roles in Health, Operations, and Logistics. Trainees will embed in a team and gain hands-on experience supporting UK-Med’s humanitarian health programming, both in the UK and internationally. Each trainee will have a specific focus area while contributing to broader organizational goals and emergency response activities.

### Key responsibilities

#### Logistics Trainee:

1	Support the warehouse team with inventory management, reception and dispatch of equipment and supplies.
2	Support the procurement team with database management
3	Assist in the planning and coordination of logistics activities for training and capacity-building initiatives.
4	Deploy to the field to provide logistics support, including supply chain management, fleet coordination, and facility setup.
5	Work closely with field teams to ensure effective and efficient delivery of logistics services.
6	Support the development of logistics procedures and continuous improvement initiatives.
7	Contribute to monitoring and evaluation efforts by tracking logistics performance data and compiling reports.
8	Participate in after-action reviews to identify opportunities for improvement in logistics operations.

#### General Trainee Responsibilities:

9	Day-to-day administration tasks such as: Maintain and administer lists, update documents, copy editing, fill out forms, update database, screen CVs, support with interviews, etc.
10	Engage in formal and informal training activities, including UK-Med’s Core Training pathway and tailored development programs.

11	Actively participate in mentoring, shadowing and on-the-job training opportunities to build skills and understanding.
12	Contribute to organisational learning by sharing experiences, insights, and best practices with colleagues.
13	Support the design and implementation of UK-based training and simulations exercises as required.
<b>International Deployment</b>	
14	Deploy internationally as required in an operations support role, supporting the team lead / head of mission and other operational leaders in their roles
15	Undertake such duties as are required for the effectiveness of the response, including but not limited to providing administrative support, ensuring effective record keeping, drafting / collating data for sitreps, finance and HR administration, liaison with team members, suppliers and partners, communications activities such as photography and interviewing.
<b>Safeguarding</b>	
16	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.
17	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
<b>General duties</b>	
18	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
19	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
20	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
21	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
22	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.
23	Other tasks as might be required to ensure effective delivery of UK-Med projects and programmes of work.

# Person Specification

## Logistics Trainee

<b>Qualifications / Professional Memberships</b>		
1	A degree-level qualification in a relevant field (e.g., health, operations, logistics, or related disciplines).	Essential
2	Other relevant qualifications or professional memberships are desirable.	Desirable
<b>Knowledge, Skills and Experience</b>		
3	A minimum of two years of experience in logistics, supply chain management, or a related field, with some exposure to leadership responsibilities	Essential
4	Experience delivering results in fast-paced environments.	Essential
5	Solid understanding of humanitarian principles	Essential
6	Excellent interpersonal and people skills, with the ability to work effectively in multicultural environments.	Essential
7	Strong administrative skills, including ability to deliver to high standards in short timeframes	Essential
8	Proficiency in Microsoft Office applications, particularly Word, Excel, Teams, and PowerPoint.	Essential
9	Attention to detail combined with ability to relate things to the wider context.	Essential
10	International experience through volunteering, work, study, relocating countries, extended travels, etc.	Essential
11	Previous experience of highly relevant activities e.g. humanitarian health, Emergency Medical Teams, first phase emergency responses.	Desirable
12	Proficiency in an additional language, such as French, Spanish, or Arabic.	Desirable
<b>Personal Attributes</b>		
13	Highest standards of integrity.	Essential
14	Flexible, can-do attitude and good team player; thriving in rapidly changing environments.	Essential

15	Excellent time and task management skills with the ability to balance a full and dynamic workload and make decisions in a fast-paced environment.	Essential
16	Excellent communication skills, both verbal and written.	Essential
17	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and standards.	Essential
18	Highly motivated, willing both to work very independently and under specific direction as required.	Essential
<b>Practical requirements</b>		
19	Willingness to travel internationally to humanitarian, including conflict, contexts as part of first-line response.	Essential
20	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
21	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

## Key terms and benefits

<b>Salary:</b>	Up to £31,500 GBP gross per annum (dependent on experience)
<b>Working hours:</b>	Full-time; 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 some 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 will be expected to travel and work overseas in support of our international programmes of work
<b>Safeguarding:</b>	To follow UK-Med safeguarding practices as required within the role.
<b>Professional requirements:</b>	Membership of professional bodies is not a requirement but may be an advantage.
<b>Term of contract:</b>	18 months.

# UK-MED

Building a world  
prepared to help