

UK-MED



Programme Manager (Grants and Reporting - Ukraine)

Candidate Information Pack

uk-med.org

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Introduction



UK-Med is the most deployed Emergency Medical Team globally, responding to complex humanitarian healthcare emergencies at speed and scale. 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.

Since late February 2022, we have been responding to calls for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 30,000 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 crises and can also respond to any crisis, anywhere in the world, under our own banner.

In February 2023, UK-Med deployed the UK Emergency Medical Team field hospital to Turkey in response to the earthquakes there. Since launching our response in Gaza in late 2024, we have created two field hospitals within the Gaza strip and supported surgical departments in several locations. Over 1,000,000 patient consultations benefiting from UK-Med's treatment so far.

UK-Med Chief Executive Officer

David Wightwick

Advert

Role: Programme Manager Grants & Reporting – Ukraine
Salary: £4,300 –£4,500 gross per month (dependent on experience)
Hours: Full time, with some weekend and evening working required to support the humanitarian programme delivery
Duration: Initial contract to 31st of October 2026 with extension dependent on funding.
Location: Ukraine, (Dnipro with regular travel to field locations)

*This role is part of our Ukraine Programme and will be carried out within Ukraine
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 (<https://www.etiasvisa.com/etias-requirements>).*

Can you ensure strong programme oversight, donor compliance, and high-quality reporting while supporting the delivery of life-saving healthcare in a complex humanitarian response?

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.

As UK-Med continues to deliver and adapt its response in Ukraine, we are seeking a Programme Manager (Grants & Reporting) to play a central role in ensuring effective programme coordination, grant management, and donor compliance across our operations. This role will be key to maintaining programme coherence, supporting delivery across multiple workstreams, and ensuring that activities remain aligned with donor and organisational requirements in a fast-paced and evolving context.

Working closely with the Director, Ukraine EMT and multidisciplinary teams, you will lead on grants management, reporting, and programme tracking, ensuring high-quality outputs, timely delivery, and clear oversight across funding streams. You will support coordination between technical, operational, MEAL, and finance teams, helping to identify risks, track progress, and strengthen accountability across the programme.

This is a critical role suited to an experienced humanitarian professional who thrives in dynamic environments, brings strong organisational and analytical skills, and is confident managing multiple priorities and deadlines. Your work will play a key role in ensuring that UK-Med's response is well-coordinated, compliant, and able to deliver impact where it is needed most.

We offer a competitive salary and benefits, a collaborative environment, and the opportunity to make a meaningful difference through humanitarian work. UK-Med is an ambitious and expanding organisation, and this role offers a unique opportunity to contribute directly to the delivery of critical healthcare in one of today's most significant humanitarian contexts.

How to apply

To apply, please submit a **current CV** and a **supporting letter (2 pages)** through our [online jobs portal](#). Your covering letter must include a **detailed** explanation of your suitability for this post with **specific reference to the criteria** in the person specification

Applications must be submitted no later than **Monday 01 June 2026**.

Please note that this is a rolling recruitment process. Applications will be accepted on an ongoing basis and hiring manager will review applications as they are received, decisions may be made at any time if a suitable candidate is identified.

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. We have been working in Ukraine since February 2022 and Gaza since January 2024. Between March 2024 to January 2025, we reached 379,084 people with high-quality healthcare. Every year we respond to 6-8 emergencies – our expert teams are ready to go within 24 hours. The breadth of our medical knowledge is one of our strengths, calling upon a register of 1200 top NHS clinicians and experienced aid workers who can provide a wide range of 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 change.

Job Description

Programme Manager – Ukraine

Job Title	Programme Manager Grants & Reporting - Ukraine
Reports to	Director, Ukraine EMT
Duration	Initial contract to 31 st October 2026 with extension dependent on funding.
Hours	Full time, with some weekend and evening working required to support the humanitarian programme delivery.
Place of work	Ukraine, (Dnipro with regular travel to field locations)

Purpose of role

The Programme Manager (Grants and Reporting) is responsible for leading grant management, donor compliance, and programme tracking across UK-Med’s portfolio in Ukraine. Working closely with the Director, Ukraine EMT, the post-holder ensures high-quality reporting, effective coordination across programme components, and strong oversight of multiple funding streams.

The role plays a critical function in maintaining programme coherence, ensuring alignment between technical, operational, and support teams, and supporting informed decision-making through accurate tracking, analysis, and reporting. The Programme Manager will ensure that programme delivery meets donor requirements, organisational standards, and timelines within a complex and evolving humanitarian context.

Key responsibilities

Grants Management and Reporting

1	Lead the management of grants across the programme portfolio, ensuring timely delivery of high-quality donor reports (narrative and financial) and full compliance with donor requirements.
2	Ensure effective grant tracking systems are in place and maintained, with all documentation accurate, complete, and audit-ready.
3	Support proposal development, including drafting and consolidation of inputs from technical and support teams

Programme Coordination and Tracking

4	Maintain a comprehensive overview of programme implementation across locations and workstreams, highlighting progress, risks, and gaps to inform decision-making.
5	Track progress against work plans and grant commitments
6	Proactively identify delays, risks, and inconsistencies, and drive follow-up actions with relevant teams.

7	Coordinate regularly with Health, MHPSS, and Training leads to support alignment of activities
8	Support integration across programme components where needed
Donor Compliance and Risk Management	
9	Ensure programme implementation aligns with donor contractual obligations and internal policies, proactively identifying compliance risks and supporting mitigation measures.
10	Act as focal point for grant-related queries in coordination with the Director, Ukraine EMT.
Partnership Management and Coordination	
11	Support coordination and communication with key partners, including implementing partners, UN agencies, and NGOs
12	Ensure alignment on reporting timelines, deliverables, and expectations
13	Support monitoring of partnership agreements and commitments
Financial Coordination	
14	Work closely with finance teams to ensure strong budget oversight across grants, including monitoring expenditure, supporting forecasting, and contributing to budget revisions.
Internal Coordination	
15	Ensure effective coordination between programme, operations, MEAL, finance, liaison, and communications functions to support integrated programme delivery.
18	Support planning processes, including workplans, reporting cycles, and internal reviews
19	Contribute to internal reporting and decision-making processes
Line Management	
20	Provide coordination and functional leadership to technical leads (Health, MHPSS, Training), ensuring alignment with grant requirements and programme priorities.
21	Line manage designated programme staff, providing clear objectives, performance management, and support to ensure delivery of outputs and deadlines.
Safeguarding	
22	Promote a strong safeguarding and protection culture within the programme
23	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.
24	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.

General duties

25	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
26	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
27	Comply with all health and safety policies and procedures.
28	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.
29	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.
30	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

Person Specification

Programme Manager – Ukraine

Qualifications / Professional Memberships		
Q1	Relevant academic qualifications in international development, project/programme management, humanitarian response, business administration, or related field	Essential
Q2	Postgraduate qualification in a relevant field	Desirable
Q3	A first-level university degree in combination with substantial relevant experience in grant management and donor reporting, may be accepted in lieu of an advanced degree	Desirable
Knowledge, Skills, and Experience		
S1	Proven experience in grant management and donor reporting in humanitarian settings	Essential
S2	Strong working knowledge of major institutional donors (e.g. FCDO, ECHO, GFFO, UN agencies)	Essential
S3	Demonstrated experience managing multiple grants and reporting cycles simultaneously	Essential
S4	Experience supporting programme coordination in complex humanitarian environments	Essential
S5	Strong financial management skills, including budgeting and BvA analysis	Essential
S6	Proven ability to manage competing priorities and tight deadlines	Essential
S7	Strong communication and writing skills, including drafting high-quality reports and proposals	Essential
S8	Experience coordinating across multidisciplinary teams (programme, finance, operations, MEAL)	Essential
S9	Experience in partnership coordination with external stakeholders	Desirable
S10	Familiarity with health sector programming	Desirable
S11	Experience in developing concept notes and donor proposals	Desirable
S13	Fluency in English (oral and written) is required. (Ukrainian language skills a plus)	Essential
Personal Attributes		

1	Highest standards of integrity and professional conduct.	Essential
2	Strong organisational and leadership skills, complemented by sound management abilities.	Essential
3	Excellent interpersonal skills and team working skills.	Essential
4	A positive and flexible problem-solving approach.	Essential
5	Excellent time and task management skills with the ability to balance a full and dynamic workload.	Essential
6	Willingness and ability to pass clearance checks, undertake overseas travel and deploy to humanitarian emergencies.	Essential
7	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and compliance standards.	Essential
8	Ability to work independently.	Essential
Practical requirements		
9	Ability to travel internationally to any of the UK-Med response including Ukraine and or to various field offices.	Essential
10	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
11	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

Key terms and benefits

Salary:	£4,300 to £4,500 per month (dependent on experience)
Working hours:	Full time, with some weekend and evening working required to support the humanitarian programme delivery.
Annual Leave:	33 days per year including public holidays (equivalent to 14.5% additional holiday pay if in contexts where holiday cannot be taken). An additional RnR package to be discussed during the interview process.
Safeguarding:	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.
Health and medical	Suitability for this work is a condition of employment. Health clearance as 'fit to deploy' by our occupational health provider is an essential requirement for deployment in this role.
Professional Requirements:	Membership of professional bodies is not a requirement but may be an advantage.
Right to work	Requires right to work in Ukraine and travel through Poland to enter and leave Ukraine (UK-Med will support visa processes where required).
Term of contract:	Initial contract to 31 st of October 2026 with extension dependent on funding.

UK-MED

Building a world
prepared to help