

UK-MED



HR Apprentice

Candidate Information Pack

May 2026

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 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:	HR Apprentice
Hours:	Full time with 20% study time
Eligibility:	We are seeking candidates who are at least 18 years old and may have recently left school or have limited work experience.
Remuneration:	£23,380 per annum
Duration:	20 months
Location:	UK-Med Office, Manchester (Hybrid working available)

Are you a capable individual with a passion for HR and making a difference in the world?

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.

Our HR and Membership Team ensure we have the right people with the right expertise available at the right time. We work with around 50 core staff members and the UK-Med Register, a group of over 850 health and humanitarian professionals who are ready to deploy internationally in our emergency responses. We maintain the capability to staff any emergency response required, including being able to provide a team of 60 health professionals to staff a fully functional field hospital anywhere in the world within 72 hours.

We are recruiting for an HR Apprentice who will support all HR processes with a particular focus on the end-to-end recruitment and vetting of health professionals and key support roles. This apprenticeship will provide you with hands-on experience and the opportunity to learn and grow within an international humanitarian context.

Our ideal candidate will be eager to learn, able to work at pace, manage multiple priorities simultaneously, and have a passion for building a career in HR. You will have strong planning and interpersonal skills and be able to demonstrate excellent attention to detail.

We offer a competitive apprenticeship salary and benefits along with a friendly working environment and the opportunity to make a real difference through an important role in our 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 **Tuesday 19th of May 2026**

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

Apply if in a Different Field or Higher Level, Especially for Those Without Related Experience or Qualifications

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. 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

HR & Membership Assistant

Job Title	HR Apprentice
Reports to	HR and Membership Coordinator
Duration	20 months
Hours	Full time with 20% study time
Place of work	UK-Med Office, Manchester (Hybrid working available)

Purpose of role

As an HR Apprentice, you will support our HR and Membership Team with essential administrative tasks and processes. This position is designed for individuals who are new to the workforce, providing a structured learning environment where you will gain valuable experience in HR operations while contributing to our important humanitarian work

Key responsibilities

Human Resources

1	To support and implement the HR systems that underpin all UK-Med's activities and ensure the smooth running of the organisation.
2	To liaise with staff and Register members to ensure that all documentation, check of suitability (e.g. Disclosure and Barring (DBS)/Police Check, health assessment, CV, references, professional registration) and availability information is completed, kept up to date and accurate.
3	To maintain records and ensure HR information is kept securely, accurately, and confidentially.
4	To support the contracting of personnel and services.
5	Assist colleagues with planning and implementing events and meetings.
6	Provide excellent administrative support for HR projects.
7	Assist with recruitment and selection activities, including preparing documentation, posting adverts, responding to queries, administering tests, arranging and conducting interviews, and communicating with candidates.

Cohort Management

8	To take responsibility for specific groups (cohorts) of Register members, becoming the internal expert on the available human resource for international response.
9	To maintain a good understanding of the availability, skillsets, and readiness for deployment of specific groups of staff and Register members and contribute to the creation of on-call or deployable health personnel lists for UK-Med's activities.

10	To be the first point of contact for cohort members, providing excellent customer service and building strong professional relationships.
Data and Database Management	
11	To update records, including updating databases, maintaining and supporting shared file stores and management of data.
12	To facilitate access to data for relevant colleagues both with and outside of UK-Med, in line with data protection / GDPR requirements.
13	To ensure that confidential and or personal information is stored and processed in line with internal policies and data protection / GDPR requirements.
14	To support the review and management of shared data systems.
15	Ensure appropriate archiving of data and records.
Staffing international responses	
16	To ensure up to date information on Register member availability, skillsets and readiness is available for decisions on team membership.
17	To support visa and immigration processes, and temporary professional registration processes for deployed staff and volunteers, providing accurate information in a timely fashion.
18	To keep accurate records of where people deploy and the period for which they are deployed.
19	Other administration as required to support the effective implementation of a response, which may require working anti-social hours.
Communication	
20	To respond to staff, candidate and Register member enquiries, including managing email inboxes and providing high levels of service to candidates and members.
21	To support the use of mailing systems eg. Mail Chimp.
Health and Safety	
22	To maintain and support health and safety systems and processes for compliance.
Finance	
23	To review and process expenses and invoices in line with financial procedures.
24	To undertake finance administration in line with policies and procedures.
Safeguarding	
25	Play a key role in applying safeguarding vetting requirements for staff and Register members, ensuring that we never deploy personnel unless they have passed appropriate vetting processes.

26	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.
27	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
Other	
28	Manage and respond efficiently and professionally to email inboxes.
29	Manage team meeting administration and room bookings.
30	Provide regular information and data updates on activity to the HR Operations Manager for reporting purposes.
General duties	
31	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
32	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
33	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
34	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
35	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.
36	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

Person Specification

Human Resources Assistant

Qualifications / Professional Memberships		
1	3 A levels of Grade C and above, and 9 GCSEs with at least a Grade C or 4 in English language and maths	Essential
2	Degrees in fields such as international development, emergency response, or humanitarian aid are preferred; HR degrees are not applicable for this role.	Desirable
Knowledge, Skills and Experience		
3	Ability to provide high standards of administrative support related to multiple projects and multiple personnel simultaneously	Essential
4	Excellent attention to detail	Essential
5	Experience of delivering high standards of customer service.	Essential
6	Experience of working with large amounts of data and maintaining accurate records	Essential
7	Able to handle sensitive information with confidentiality and tact	Essential
8	Excellent interpersonal and team working skills	Essential
9	Good IT skills, including use of Microsoft Word, Excel and database systems	Essential
10	Excellent verbal and written communication skills.	Essential
11	An understanding of what makes an effective recruitment process	Essential
12	A basic understanding of the WHO Emergency Medical Team Initiative	Essential
13	Previous experience in the humanitarian and/or health sector.	Desirable
14	No experience undertaking HR and/or recruitment processes.	Essential
Personal Attributes		
16	A desire to work in an administrative role in a HR function and build a career in HR	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 to work some weekends and evenings to contribute to deployment preparedness if required	Essential
22	Willingness and suitability to deploy internationally with our response teams in an operational support role	Desirable

Key terms and benefits

Salary:	up to £23,380 per annum
Working hours:	Full time with 20% study time
	Study Day: One day a week, the apprentice takes a day off from work to attend classes or complete coursework related to their apprenticeship.
Annual Leave:	25 days per year plus 8 public holidays
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme Automatic Enrolment: If you are over 22 years old and earn at least £10,000 per year, you will be automatically enrolled in our pension scheme. Opt-In Eligibility: If you are under 22 or earn below £10,000 annually, you still have the option to join the pension scheme voluntarily.
Deployment:	Although this role will not be expected to deploy frequently, if willing to do so the post holder will be prepared for deployment in operational support roles
Safeguarding:	To follow UK-Med safeguarding practices as required within the role.
Professional requirements:	3 A levels of grade C or above, or an equivalent qualification. 9 GCSEs with at least a Grade C or 4 in English language and maths.
Term of contract:	20 months

UK-MED

Building a world
prepared to help