

# UK-MED



## Recruitment Assistant

Candidate Information Pack

2026

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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: Recruitment Assistant  
Salary: £27,980 GBP gross per annual (dependent on experience).  
Hours: Full-time.  
Duration: Immediate start required. 3 months FTC with possibility of extension if funding is secured  
Location: UK-Med Office, Manchester, UK with hybrid working available

### Can you help us find the people we need to deliver life-saving healthcare in humanitarian emergencies?

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 grow, we're looking for a Recruitment Assistant to support the delivery of a fast, efficient, and positive recruitment experience for candidates and hiring managers. You will play a key role in helping us recruit the people who make our work possible, from HQ staff and international programme personnel to members of the UK-Med Register.

Working closely with the Recruitment team and wider HR team, you'll support the administration and coordination of recruitment campaigns, candidate communications, interview scheduling, onboarding checks, and recruitment systems. Due to the immediate nature of this requirement, we are seeking candidates who can start as soon as possible for an initial 3-month fixed-term contract, with the possibility of extension subject to funding. You'll help ensure recruitment processes run smoothly and efficiently while providing an excellent experience for candidates throughout their journey with UK-Med.

This role would suit someone with strong organisational skills, excellent attention to detail, and a passion for helping people. You will be comfortable managing multiple priorities, working collaboratively with colleagues across the organisation, and delivering a high standard of service in a fast-paced environment.

We offer a competitive salary and benefits, a supportive working environment, and the opportunity to make a meaningful difference through humanitarian work. UK-Med is an ambitious and growing organisation, and this role offers an excellent opportunity to develop your recruitment and HR career while contributing to our life-saving mission.

## 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 29<sup>th</sup> of June 2026**.

*This is a rolling recruitment process, and applications will be reviewed as they are received. We reserve the right to close this vacancy early should we receive a sufficient number of suitable applications. Candidates are therefore encouraged to apply as soon as possible.*

*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. 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.

#### 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

## Recruitment Assistant

<b>Job Title</b>	Recruitment Assistant
<b>Reports to</b>	Recruitment Manager
<b>Hours</b>	Full-time
<b>Place of work</b>	UK-Med Office, Manchester, UK with hybrid working available
<b>Purpose of role</b>	
To provide efficient recruitment administration and coordination support across UK-Med's recruitment activities, ensuring a positive candidate experience and supporting the timely recruitment of personnel for HQ, international programmes, and the UK-Med Register.	
<b>Key responsibilities</b>	
<b>Recruitment Coordination and Delivery</b>	
1	Support and administrate recruitment campaigns across HQ, international programme, and UK-Med Register roles.
2	Manage recruitment administration through UK-Med's Applicant Tracking System (Greenhouse).
3	Schedule interviews, assessments and selection activities with candidates and hiring managers.
4	Act as a first point of contact for candidates throughout the recruitment process, ensuring a positive candidate experience.
5	Prepare recruitment documentation including interview packs, candidate communications, offer paperwork and recruitment reports.
6	Publish job advertisements across relevant recruitment platforms.
7	Conduct application reviews and candidate shortlisting against agreed criteria.
8	Prepare candidate comparison tables, sift summaries and recruitment recommendations for hiring managers.
9	Support recruitment processes for manager-level and specialist positions.
10	Identify recruitment risks, delays or challenges and raise these promptly with the Recruitment Manager.
11	Monitor recruitment inboxes and respond to candidate enquiries in a timely and professional manner.
12	Maintain accurate candidate records and recruitment documentation.
<b>Recruitment Compliance and Candidate Management</b>	
13	Ensure recruitment activities are compliant with UK-Med policies, safeguarding requirements and EDI principles.

14	Support offer management and maintain communication with candidates throughout the recruitment process.
15	Escalate recruitment concerns, safeguarding issues or candidate-related risks as appropriate.
16	Maintain regular communication with candidates throughout the recruitment process, including interview invitations, updates, offers, outcome notifications and feedback where appropriate.
<b>Data Management</b>	
17	Maintain accurate recruitment records in line with GDPR and organisational requirements.
<b>Safeguarding</b>	
18	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.
19	Support safeguarding awareness, reporting and accountability mechanisms.
20	Foster an inclusive, respectful and positive organisational culture.
21	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
<b>Other</b>	
22	Represent the organisation in relevant HR, coordination and humanitarian forums where appropriate.
23	Other duties as assigned by Head of Mission / Team lead or HQ HR.
<b>General duties</b>	
24	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
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	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
28	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.
29	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

# Person Specification

## Recruitment Assistant

<b>Qualifications / Professional Memberships</b>		
1	Educated to A-Level standard or equivalent experience	Essential
2	Qualification in Human Resources, Recruitment, Business Administration or related subject.	Desirable
3	CIPD qualification or working towards CIPD.	Desirable
<b>Knowledge, Skills and Experience</b>		
3	At least 1 year of experience providing administrative support within a busy office environment.	Essential
4	Strong organisational skills and ability to manage multiple priorities.	Essential
5	Excellent attention to detail and accuracy.	Essential
6	Strong written and verbal communication skills.	Essential
7	Experience using Microsoft Office applications.	Essential
8	Ability to maintain confidential information appropriately.	Essential
9	Experience working with databases or recruitment systems.	Essential
10	Ability to work effectively both independently and as part of a team.	Essential
11	Strong customer service and stakeholder management skills.	Desirable
12	Experience coordinating interviews and recruitment activities.	Essential
13	Experience working within a charity, healthcare or humanitarian organisation.	Desirable
14	Understanding of safer recruitment practices.	Essential
15	Experience coordinating interviews and recruitment activities.	Essential
16	Excellent work habits with a willingness to work in a multi-cultural environment.	Essential
17	Ability to work independently while under pressure and working long hours when required by operational needs.	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
<b>Practical requirements</b>		
21	Flexible, can-do attitude and good team player.	Essential
22	Approachable and professional, with the ability to build rapport with a wide range of stakeholders to forge excellent working relationships	Essential
23	Energetic and resilient individual who thrives in a fast-paced and rapidly-changing environment	Essential
24	Goal-orientated, with the ability to set clear objectives and plans to achieving them	Essential
25	Commitment to UK-Med's humanitarian mandate and passionate about putting patients at the heart of UK-Med's communications	Essential
26	Able to apply the required technical and professional expertise to the highest standards; promote and share best practice within UK-Med	Essential

## Key terms and benefits

<b>Salary:</b>	£27,980 GBP gross per annual (dependent on experience)
<b>Working hours:</b>	Work will normally be undertaken in office hours, Monday to Friday.
<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 for UK-based staff.
<b>Deployment:</b>	You will be required 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 will include a DBS / police check. Suitability for this work is a condition of employment.
<b>Term of contract:</b>	3 months FTC with possibility of extension if funding is secured.

# UK-MED

Building a world  
prepared to help