



Core Staff

Medical Procurement and Logs Coordinator

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: Medical Procurement and Logistics Coordinator
Salary: £34,700 GBP gross per annum (dependent on experience)
Hours: Full-time
Duration: Permanent contract
Location: UK-Med Office, Manchester, UK (hybrid working) with an expectation of approximately 15% international travel/deployment, as required by UK-Med.

Can you help ensure lifesaving medical supplies reach the people who need them when disaster strikes?

UK-Med is a frontline medical aid charity founded on the values and expertise of the NHS. For more than 30 years, we have worked towards a world where everyone gets the healthcare they need when emergencies overwhelm local health services.

We are looking for a Medical Procurement and Logistics Coordinator to strengthen the way we procure, manage and move essential medical supplies and equipment for our humanitarian programmes and emergency responses.

Based primarily at our Manchester warehouse, you will provide dedicated capacity across our Procurement and Warehouse teams, coordinating the full supply-chain pathway from purchasing and receipt through to storage, stock management, shipping and dispatch.

With a particular focus on pharmaceuticals, medical consumables and medical equipment, you will help maintain accurate, compliant and deployment-ready stock. Working closely with our Supply Chain Manager, Warehouse Manager and Pharmacist, you will support the day-to-day operational management of medical commodities while ensuring appropriate pharmaceutical standards and controls are followed.

We're looking for an organised and solutions-focused supply-chain professional with experience across procurement, inventory management, warehousing or logistics. You will be confident working with suppliers, maintaining accurate stock and procurement records and coordinating activities across different teams. Experience handling medical supplies, pharmaceutical products or equipment would be particularly valuable.

The role requires approximately 15% international travel and deployment—normally around six to eight weeks per year. During deployments, you may support procurement, warehouse and stock management, international shipping, distribution and emergency resupply, working closely with clinical, logistics and programme colleagues.

You'll join a collaborative team and play a vital role in strengthening the systems that enable UK-Med to respond quickly and effectively when emergencies happen.

We offer a competitive salary and benefits, a friendly working environment and the opportunity to make a real difference through humanitarian work.

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 **Friday 11th of September 2026**.

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 emergencies across the world, supporting health responses in countries including Ukraine, Gaza, Lebanon, Rwanda, Bangladesh, the Democratic Republic of Congo, North Macedonia, Sierra Leone, Pakistan, Haiti, Indonesia, Bosnia and Herzegovina, Jordan, Kosovo, Cape Verde, China and the Philippines. As the UK's Emergency Medical Team, we respond rapidly to humanitarian crises, with expert teams ready to deploy within 24 hours where required.

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

Medical Procurement and Logistics Coordinator

Job Title	Medical Procurement and Logistics Coordinator
Reports to	Supply Chain Manager
Line Management:	n/a
Duration	Permanent
Hours	Full-time
Place of work	UK-Med Office, Manchester, UK (hybrid working) with an expectation of approximately 15% international travel/deployment, as required by UK-Med.

Purpose of role

The Medical Procurement and Logistics Coordinator provides dedicated capacity across UK-Med's procurement and logistics functions, with a particular focus on pharmaceuticals, medical consumables and medical equipment.

Based primarily at UK-Med's Manchester warehouse, the post-holder will coordinate the full supply-chain pathway—from procurement and receipt through to storage, inventory management, shipping and dispatch. Acting as the operational link between the Procurement and Warehouse teams, they will help ensure medical supplies and equipment are available, traceable and deployment-ready.

Working closely with the Supply Chain Manager, Warehouse Manager and Pharmacist, the role will manage the day-to-day operational handling of medical commodities, enabling the Pharmacist to focus on professional pharmaceutical oversight and engagement with the Health team.

The role requires approximately 15% international travel and deployment, normally equivalent to around six to eight weeks per year, depending on operational requirements.

Key responsibilities

Procurement & Supplier Coordination

1	Provide dedicated procurement capacity for pharmaceuticals, medical consumables, medical equipment, operational goods and services.
2	Coordinate purchase requests, supplier quotations, bid evaluations, purchase orders, contracts and invoice tracking in line with UK-Med and donor requirements.
3	Monitor procurement pipelines, supplier performance and delivery schedules to maintain continuity of supply and minimise shortages.

4	Develop and maintain effective relationships with approved suppliers, freight forwarders and logistics service providers.
5	Support compliance with import, export and customs requirements and provide procurement guidance to programme and field teams.
Medical logistics and stock management	
6	Act as the operational link between the Procurement and Warehouse teams, coordinating medical supplies and equipment from purchase request through to receipt, storage and dispatch.
7	Support the safe storage and day-to-day management of medical and non-medical supplies in line with Good Storage Practice and relevant pharmaceutical requirements.
8	Work under the Pharmacist's professional guidance on pharmaceutical requirements while managing the operational handling, storage and traceability of medical stock.
9	Maintain deployment-ready medical kits, equipment sets and emergency supplies.
10	Maintain accurate stock records, including batch, lot and serial numbers, expiry dates, stock movements and consumption.
11	Apply First Expiry First Out (FEFO) practices and coordinate stock rotation, replenishment, redistribution and authorised disposal.
12	Support the management of recalls, quarantined stock, damaged goods and related quality investigations.
Shipping and dispatch	
13	Coordinate the packing, labelling, manifests and preparation of medical and operational supplies for domestic and international shipment.
14	Coordinate freight-forwarding arrangements, transport bookings, customs documentation and delivery schedules.
15	Track shipments from dispatch to final delivery, resolving delays or documentation issues and keeping relevant teams informed.
Inventory systems, reporting and compliance	
16	Maintain accurate electronic procurement and inventory records and support improvements to stock-management systems and processes.
17	Produce procurement, stock and logistics reports and analyse consumption data to support forecasting, purchasing and deployment planning.
18	Coordinate stock counts and inventory reconciliations and maintain appropriate documentation for audits.
19	Promote value for money, transparency and ethical procurement, ensuring compliance with relevant organisational, donor and regulatory requirements.
Emergency preparedness and deployment	
20	Maintain the readiness of emergency medical supplies, equipment and kits and contribute to emergency preparedness planning and exercises.

21	Deploy internationally at short notice to support the establishment and operation of medical supply chains during humanitarian responses.
22	During deployments, coordinate procurement, stock and warehouse management, shipment tracking, customs documentation, distribution and emergency resupply.
23	Work with field, clinical, logistics and programme teams to forecast requirements, address supply gaps and maintain the availability and traceability of medical commodities.
24	Maintain accurate procurement, stock and logistics records during responses and provide regular supply-chain reporting.
25	Support handovers, demobilisation and after-action reviews and contribute recommendations to improve future emergency responses.
Safeguarding	
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.
General duties	
28	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

Medical Procurement and Logistics Coordinator

Qualifications / Professional Memberships		
1	Chartered Institute of Procurement and Supply Level 2 qualification or equivalent	Essential
2	Other relevant qualifications, accreditation or training	Desirable
Knowledge, Skills and Experience		
3	Relevant experience of mid-value procurement across a range of categories.	Essential
4	Good knowledge of procurement processes, procedures and controls.	Essential
5	Experience managing and controlling stock, including medical consumables, medical equipment and electromedical equipment.	Essential
6	Experience providing logistics support in emergency, disaster-response or similarly fast-paced operational environments.	Essential
7	Strong negotiation and supplier-management skills.	Essential
8	Excellent written and verbal communication skills in English.	Essential
9	Strong computer skills, including proficiency in Microsoft Word and Excel.	Essential
10	Ability to quickly learn and confidently use new systems and processes.	Essential
11	Ability to undertake manual-handling tasks safely.	Essential
12	Understanding of procurement and supply-chain functions within international NGOs.	Essential
13	Experience working within the humanitarian, international development or healthcare sector.	Desirable
14	Experience conducting procurement in accordance with institutional donor requirements, such as FCDO or ECHO guidelines.	Desirable
15	Basic knowledge of Dangerous Goods regulations and Harmonized System (HS) codes.	Desirable
16	Experience working or deploying in insecure or conflict-affected environments.	Desirable
Personal Attributes		

18	Experience of living and working in an international setting (i.e. outside the UK and/or Europe), ideally in a conflict-affected or humanitarian context.	Desirable
19	Highest standards of integrity.	Essential
20	Flexible, can-do attitude and good team player.	Essential
21	Excellent time and task management skills.	Essential
22	Excellent communication skills.	Essential
23	Excellent attention to detail.	Essential
24	Ability to work independently.	Essential
25	Flexibility in approach to working hours as may involve occasional out of hours	Essential
Practical requirements		
26	Willingness to submit to medical and safeguarding checks required to ensure suitability	Essential
27	Willingness to work some weekends and evenings if required.	Essential
28	Willingness and suitability to deploy internationally for up to 15% of the role, including to challenging humanitarian contexts, to build programme knowledge and support effective donor engagement.	Essential

Key terms and benefits

Salary:	£34,700 GBP gross per annum (dependent on experience) gross per annum (dependent on experience) with additional uplift applicable during deployment.
Working hours:	Work will normally be undertaken in office hours, Monday to Friday, but weekend and evening working will be required.
Annual Leave:	25 days per year plus 8 public holidays.
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme for UK-based staff.
Deployment:	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.
Safeguarding:	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.
Term of contract:	Permanent



Building a world
prepared to help