



Roving Human Resources Manager

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:	Roving Human Resources Manager
Salary:	Up to £42,440 GBP gross per annual (additional allowances may apply during deployment).
Hours:	Full-time.
Duration:	Permanent
Location:	Manchester, UK (hybrid working available), with an expectation of up to 80% international travel/deployment as required by UK-Med. <i>(Open to candidates based in the UK or internationally, with a preference for UK-based candidates due to operational considerations.)</i>

Can you provide strategic and operational HR leadership while supporting life-saving humanitarian responses in some of the world's most challenging environments?

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 expand its global humanitarian response, we are strengthening our people support in the field to ensure our teams can operate safely, effectively and sustainably in complex emergency settings. The Roving HR Manager – Emergency Responses will play a critical role in leading HR functions across humanitarian operations through direct deployment.

You will provide strategic and operational HR leadership across emergency responses, supporting programme start-up, scale-up and transition phases. Acting as a trusted adviser to Team Leads, Heads of Mission and senior managers, you will ensure workforce planning, employee relations, safeguarding, staff wellbeing and HR compliance are effectively managed in dynamic and high-pressure environments. A key priority for this role will be supporting UK-Med's response in Gaza, and the successful candidate must be willing and suitable to undertake deployments to Gaza and other high-risk humanitarian contexts as required.

Due to the highly deployable nature of this role, candidates must be able to travel internationally at short notice. UK-Med will consider deployment mobility, including passport eligibility and access to current and anticipated programme locations, as part of the overall assessment process.

Working closely with HR & Membership, Operations, Security, Safeguarding and programme teams, you will support rapid mobilisation, strengthen HR systems and processes, and contribute to workforce planning and organisational preparedness. When not deployed, you will help strengthen UK-Med's ability to respond rapidly and effectively to humanitarian crises worldwide.

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 crisis settings.

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 5th of October 2026**

This is a rolling recruitment process; applications will be reviewed as they are received, and interviews may be conducted prior to the closing date. Candidates are therefore encouraged to apply early.

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

Roving HR Manager – Emergency Responses

Job Title	Roving HR Manager – Emergency Responses		
Reports to	Head of HR Partnering (HQ) Matrix reporting to Head of Mission / Team Lead during deployment.		
Hours	Full-time		
Place of work	International deployment role with travel to humanitarian and emergency response locations		
Purpose of role			
The Roving HR Manager provides strategic and operational human resources leadership across emergency responses globally. The postholder deploys to humanitarian emergencies and organisational priority programmes to establish, strengthen and oversee HR functions during response start-up, scale-up and transition phases.			
Key responsibilities			
Emergency Response HR Leadership			
1	Deploy at short notice to humanitarian emergencies and organisational priority responses.		
2	Lead the establishment and strengthening of HR systems and processes during emergency start-up and scale-up phases.		
3	Act as a strategic HR adviser to Heads of Mission, Team Leaders and senior programme managers.		
4	Ensure HR strategies align with operational objectives, workforce requirements and organisational priorities.		
5	Support transitions between emergency, recovery and longer-term programme phases.		
Workforce Planning and Talent Management			
6	Develop workforce plans aligned to changing operational needs.		
7	Identify current and anticipated staffing gaps and develop mitigation strategies.		
8	Coordinate with UK-Med HR&M team to ensure rapid sourcing and mobilisation of personnel.		
9	Lead rapid recruitment processes for national staff.		
10	Support workforce continuity across emergency responses.		
11	Promote effective performance management and talent development processes.		
12	Share best practice and lessons learned across responses.		
13	Contribute to development of emergency HR tools, templates and guidance.		
Employee Relations & Case Management			

14	Provide expert advice on employee relations matters, including disciplinary, grievance and workplace conduct issues.
15	Support managers in addressing performance concerns and workplace conflicts.
16	Conduct or support workplace investigations in line with organisational policies.
17	Escalate complex cases appropriately and ensure documentation is maintained.
HR Operations and Compliance	
18	Ensure HR policies, procedures and systems are implemented consistently across responses.
19	Oversee and support payroll and benefits processes in line with organisational requirements.
20	Monitor compliance with employment legislation, donor requirements and organisational standards.
21	Identify HR risks and implement corrective actions where required.
Staff wellbeing and duty of care	
22	Lead initiatives that promote staff wellbeing and resilience in challenging environments.
23	Monitor workforce wellbeing indicators including fatigue, stress and burnout risks.
24	Support managers to implement effective duty-of-care measures
25	Ensure staff have access to appropriate wellbeing, psychological and peer-support resources.
Line Management	
26	Directly manage national HR staff and surge HR personnel where required.
Safeguarding	
27	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.
28	Support safeguarding awareness, reporting and accountability mechanisms.
29	Foster an inclusive, respectful and positive organisational culture.
30	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
Other	
31	Represent the organisation in relevant HR, coordination and humanitarian forums where appropriate.
32	Other duties as assigned by Head of Mission / Team lead or HQ HR.
General duties	
33	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
34	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.

35	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
36	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
37	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.
38	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

Person Specification

Roving HR Manager – Emergency Responses

Qualifications / Professional Memberships		
1	A professional or academic qualification in HR (if CIPD should be level 5 or higher)	Essential
2	Membership of a relevant HR professional body (e.g. CIPD, SHRM)	Desirable
Knowledge, Skills and Experience		
3	Typically, 3+ years HR leadership experience in humanitarian and emergency response settings, including experience operating in conflict or high-risk environments.	Essential
4	Proven ability to operate strategically and operationally in fast-paced humanitarian responses.	Essential
5	Ability to support rapid international deployment requirements, including travel to UK-Med's current and anticipated operational locations, where deployment mobility is a key operational consideration.	Essential
6	Experience supporting programme start-up, scale-up or transition phases and managing workforce planning in emergency contexts.	Essential
7	Experience managing and developing HR teams in complex humanitarian settings.	Essential
8	Strong employee relations, investigations and case management experience within complex international organisations.	Essential
9	Experience implementing safeguarding and PSEAH frameworks in humanitarian settings.	Essential
10	Experience supporting staff wellbeing and duty-of-care mechanisms in crisis settings.	Essential
11	Ability to build trusted relationships, influence diplomatically and provide effective guidance to managers and staff.	Essential
12	Strong understanding of humanitarian principles and operational realities in conflict settings.	Essential
13	Ability to make sound decisions under pressure and work independently in rapidly changing environments.	Essential
14	Excellent interpersonal, verbal and written communication skills.	Essential
15	Good IT skills, including Microsoft Office and HR systems.	Essential

16	Fluency in Arabic and/or French.	Desirable
Practical requirements		
16	Flexible, can-do attitude and good team player.	Essential
17	Approachable and professional, with the ability to build rapport with a wide range of stakeholders to forge excellent working relationships	Essential
18	Energetic and resilient individual who thrives in a fast-paced and rapidly-changing environment	Essential
19	Goal-orientated, with the ability to set clear objectives and plans to achieving them	Essential
20	Commitment to UK-Med's humanitarian mandate and passionate about putting patients at the heart of UK-Med's communications	Essential
21	Able to apply the required technical and professional expertise to the highest standards; promote and share best practice within UK-Med	Essential
22	Willingness to work extended hours, weekends, or short-notice deployments.	Essential
23	Willingness and suitability to deploy to Gaza or other high-risk locations.	Essential

Key terms and benefits

Salary:	Up to £42,440 GBP gross per annual (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