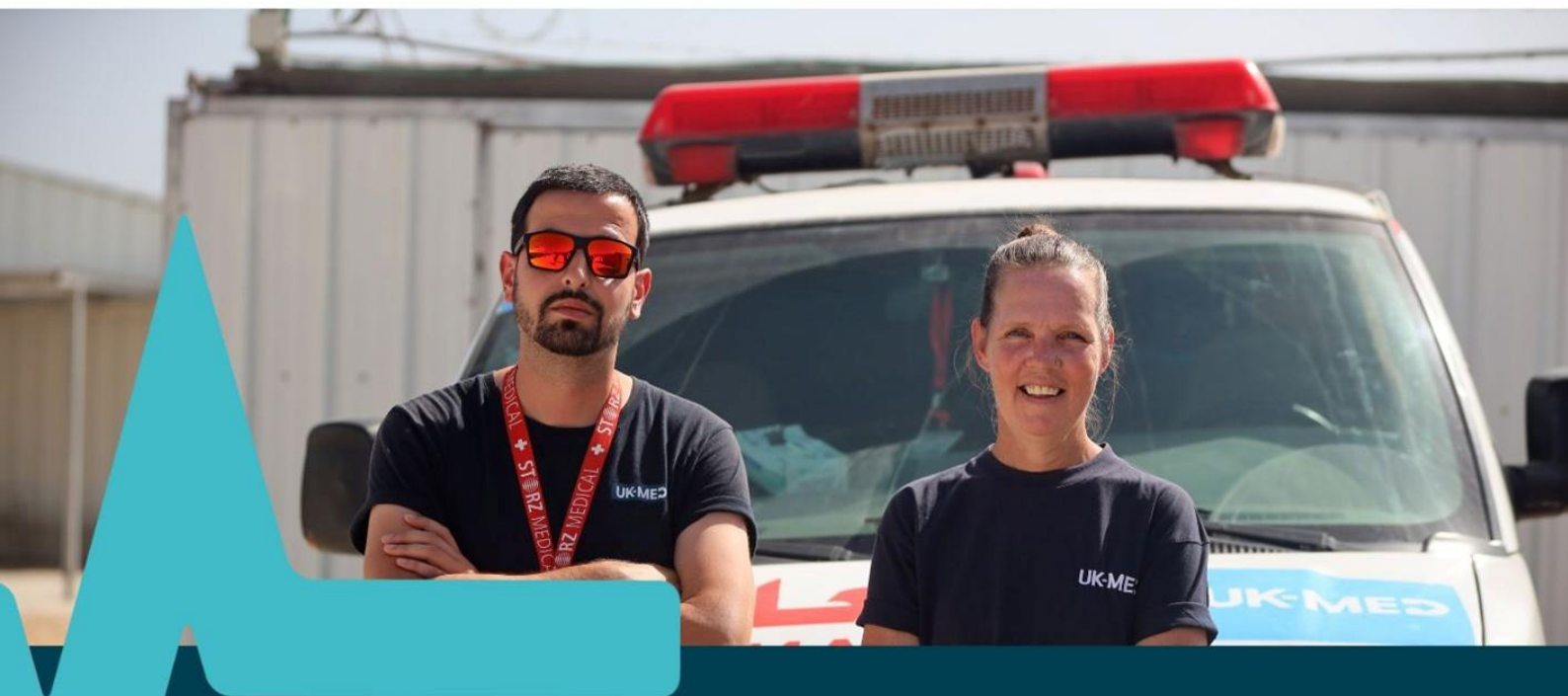




Humanitarian Trainee: Communications

Candidate Information Pack

2026

Contents

- 2. Contents
- 3. Advert
- 4. How to Apply
- 5. Job description
- 8. Person Specification
- 10. Key terms and benefits

Advert

Role:	Humanitarian Trainee: Communications.
Pay:	£35,000 GBP gross per annum
Duration:	18 months (with possible extension dependent on funding)
Location:	UK-based with international deployment

Are you looking to kickstart your career in the humanitarian sector? Is your ambition to develop towards leadership roles in humanitarian work? And are you willing to work hard, learn by doing, and contribute to humanitarian work by doing everything it takes to deliver lifesaving health emergency responses?

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.

We are excited to launch our Humanitarian Trainee Scheme, offering three distinct trainee roles in the areas of MEAL, Communications and Human Resources & Membership. The Humanitarian Trainee Scheme presents an unparalleled learning opportunity for early-career professionals who are committed to a career in humanitarian work. It is an opportunity to accelerate your development towards future leadership roles in the humanitarian sector.

The Humanitarian Trainee Scheme consists of an 18-month pathway designed to provide in-depth exposure to humanitarian health programming through a structured professional development plan. You will embed within a team, gaining practical experience and contributing actively to its work and priorities and those of the wider organisation, both at Headquarters and in the field. Alongside this, you will undertake formal and informal professional development through training, mentoring, shadowing and on-the-job learning.

The traineeship is a structured development opportunity and is not intended to fill an established role within UK-Med's organisational structure.

As a trainee, you will:

- Embed within a team at UK-Med Headquarters, gaining practical experience while contributing to our wider humanitarian preparedness and activities.
- Deploy internationally to assist in delivering humanitarian health responses.
- Participate in tailored training, mentoring, shadowing and on-the-job learning to build your skills, knowledge and experience.

You will have relevant qualifications or equivalent professional experience, with an established technical foundation in your chosen field. Some professional and international experience is essential, alongside a strong interest in applying your existing skills and developing your career within the humanitarian sector.

How to apply

To apply, please complete the questions and submit your CV and covering letter through our [Online Jobs Portal](#) as soon as possible.

Applications must be submitted through our [online jobs portal](#) no later than **Thursday 08th of October 2026**.

Selection process

Our selection process is designed to understand your potential, motivation and suitability for the Humanitarian Trainee Scheme, as well as the skills and experience you would bring to your chosen pathway.

Shortlisted candidates will first be invited to an online interview. Following the interview stage, selected candidates will then be invited to attend an in-person assessment in Manchester. The assessment will include a range of individual and/or group activities designed to explore your skills, approach and potential.

The in-person assessment is expected to take place on the 19th of November in Manchester. If you progress to this stage, you will be expected to attend in person, so we encourage applicants to keep this date available where possible. UK-Med will provide further information regarding the assessment and associated travel/logistical arrangements to candidates invited to this stage.

Please note: Due to the nature of this role, candidates must be deployable without the need for additional visa applications to Schengen countries. This requirement is essential for operational reasons to ensure swift and efficient deployment in humanitarian settings, enabling timely and effective responses to crises.

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

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.

Job Description: Communications Trainee

Job Title	Humanitarian Trainee: Communications
Duration	18 months
Hours	Full-time
Place of work	UK-based with international deployment
Purpose of role	
The Humanitarian Trainee Scheme is an 18-month professional development programme. The Communications Trainee will embed within the Communications Team, building on their existing professional communications experience and applying their technical skills to UK-Med's humanitarian health programming, both in the UK and internationally. You will contribute to the day-to-day work of the team while developing specialist experience in humanitarian communications and international emergency response.	
Key responsibilities	
Communications Trainee	
1	Support the development and/or implementation of policies across the organisation, including guidance on field-based content collection and an ethical storytelling framework.
2	Contribute to content gathering and creation, producing compelling, newsworthy content that inspires action and supports UK-Med's ambition for voluntary income.
3	Assist in targeted organisational capacity-building initiatives and training activities for UK-Med register members, field-based staff and/or national staff, as applicable.
4	Work alongside the Digital Communications Coordinator to maintain and develop systems to monitor our communications activities.
5	Deploy to field locations to provide communications support to medical and operational teams during responses, which may include briefing for local media, content collection etc.
6	Contribute to the redevelopment of the UK-Med brand and website, coordinating with colleagues on digital content and ensuring alignment with the communications strategy.
General Trainee Responsibilities:	
7	Engage in formal and informal training activities, including UK-Med's Core Training pathway and tailored development programs.
8	Actively participate in mentoring, shadowing and on-the-job training opportunities to build skills and understanding.

9	Contribute to organisational learning by sharing experiences, insights, and best practices with colleagues.
10	Support the design and implementation of UK-based training and simulations exercises as required.
International Deployment	
11	Deploy internationally as required in an assistant role, shadowing the Communications Manager or Head of Communications.
12	Support the training and upskilling of national communications hires in Ukraine and Gaza. Provide support in mentorship work and work collaboratively on stories from the field.
Safeguarding	
13	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.
14	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
15	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
16	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
17	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
18	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
19	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.
20	Other tasks as might be required to ensure effective delivery of UK-Med projects and programmes of work.

Person Specification: Communications Trainee

Qualifications / Professional Memberships		
1	Educated to degree level a relevant subject (e.g. English, Media, Journalism, Communications) OR equivalent professional experience	Essential
2	Other relevant qualifications or professional memberships are desirable, with an emphasis on photography and videography.	Desirable
Knowledge, Skills and Experience		
3	A minimum of two years of professional experience in communications.	Essential
4	Solid understanding of humanitarian principles.	Essential
5	Experience curating compelling stills and video content, self-shooting.	Essential
6	Able to build content in the Adobe Creative Suite and Canva.	Essential
7	Experience using analytics tools, audience insight and analysing data to inform decision-making.	Essential
8	Understanding of Google Analytics, Google Ads Manager and Meta Ads Manager and experience setting up paid campaigns.	Desirable
9	Excellent interpersonal and people skills, with the ability to work effectively in multicultural environments.	Essential
10	Strong administrative skills, including ability to deliver to high standards in short timeframes	Essential
11	Proficiency in Microsoft Office applications, particularly Word, Excel, Teams, and PowerPoint.	Essential
12	Attention to detail combined with ability to relate things to the wider context.	Essential
13	International experience through volunteering, work, study, relocating countries, extended travels, etc.	Essential
14	Previous experience of highly relevant activities e.g. humanitarian health, Emergency Medical Teams, first phase emergency responses.	Desirable
15	Proficiency in an additional language, such as French, Spanish, or Arabic.	Desirable
Personal Attributes		
16	Highest standards of integrity.	Essential

17	Flexible, can-do attitude and good team player; thriving in rapidly changing environments.	Essential
18	Excellent time and task management skills with the ability to balance a full and dynamic workload and make decisions in a fast-paced environment.	Essential
19	Excellent communication skills, both verbal and written.	Essential
20	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and standards.	Essential
21	Highly motivated, willing both to work very independently and under specific direction as required.	Essential
Practical requirements		
22	Willingness to commit time to and provide authorisation for vetting procedures, medical clearance, training and development and other readiness activities.	Essential
23	Willingness to travel internationally to humanitarian, including conflict, contexts as part of first-line response.	Essential
24	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
25	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential
UK-Med Core Humanitarian Competencies		
C1	Understands operating contexts, key stakeholders and practices affecting current and future humanitarian interventions.	Essential
C2	Is accountable for own work and uses resources effectively to achieve lasting results.	Essential
C3	Develops and maintains collaborative and coordinated relationships with colleagues, stakeholders and staff.	Essential
C4	Operates safely and securely in pressured environments.	Essential
C5	Adapts to pressure and change to operate effectively within humanitarian context.	Essential
C6	Demonstrates humanitarian values and principles, and motivates others to achieve results in complex situations, independent of role, function or seniority.	Essential

Key terms and benefits

Salary:	£35,000, with planned progression to £37,300 after 12 months in post, subject to successful development through the trainee scheme.
Working hours:	Full-time; you will be required to work the hours as are necessary for the proper discharge of the duties, with the notional requirement being 35 hours per working week. Work will normally be undertaken in office hours, Monday to Friday, but some 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
Deployment	You will be expected to travel and work overseas in support of our international programmes of work
Safeguarding	To follow UK-Med safeguarding practices as required within the role.
Professional requirements	Membership of professional bodies is not a requirement but may be an advantage.
Term of traineeship	18 months. This is a structured development opportunity and does not constitute an established role within UK-Med's organisational structure.



Building a world
prepared to help