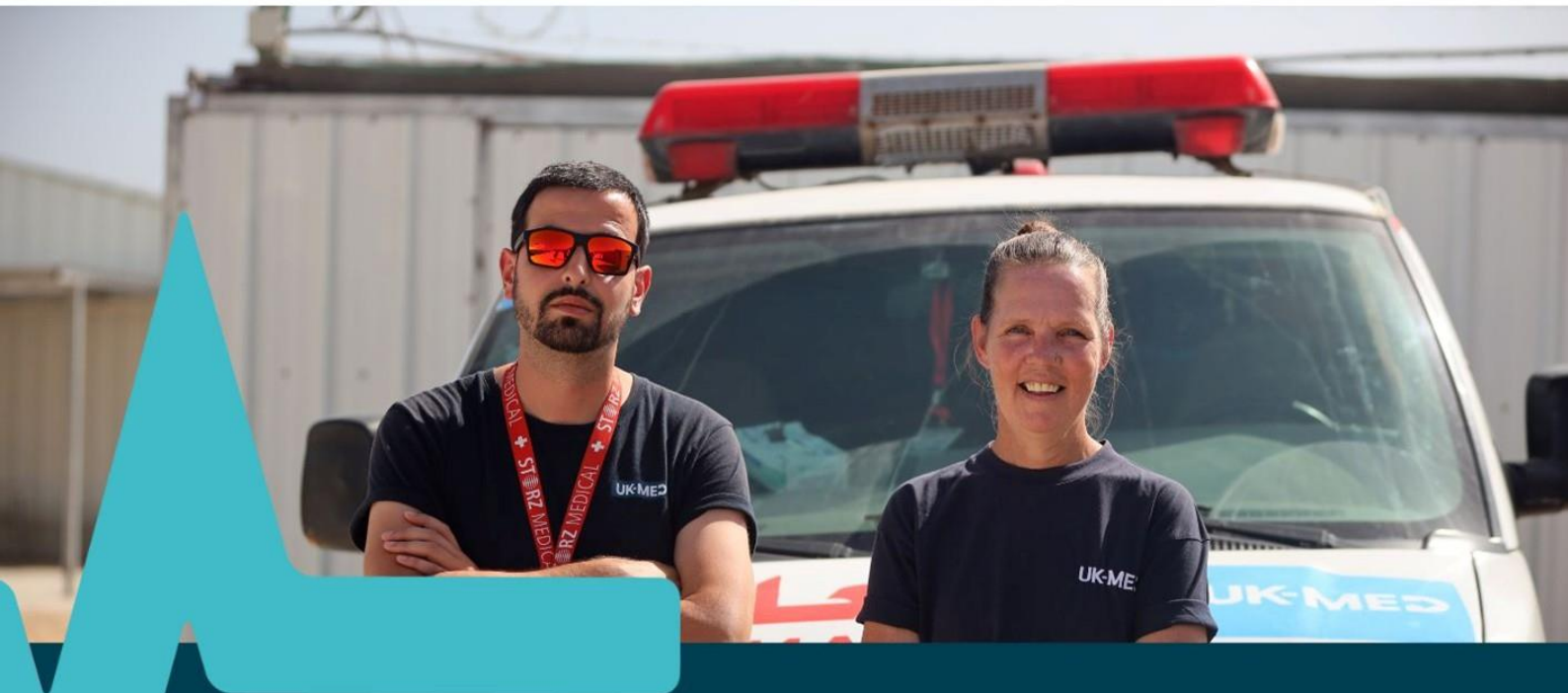




Humanitarian Management Trainee: Monitoring, Evaluation, Accountability and Learning. (MEAL) (MEAL)

Candidate Information Pack

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Advert

Role:	Humanitarian Management Trainee: MEAL
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 Management Trainee Scheme, offering three distinct trainee roles in the areas of MEAL, Communications and Human Resources & Membership. The Humanitarian Management 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 Management 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 Management 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: MEAL Trainee

Job Title	Humanitarian Management Trainee: Monitoring, Evaluation, Accountability & Learning
Duration	18 months
Hours	Full-time
Place of work	UK-based with international deployment

Purpose of role

The Humanitarian Management Trainee Scheme is an 18-month professional development programme. The MEAL Trainee will embed within the team, building on their existing MEAL knowledge and professional experience and applying their technical skills to UK-Med's humanitarian health, learning and capacity-building programming, both in the UK and internationally. The trainee will have a specific focus area while contributing to broader organisational goals and emergency response activities, supporting UK-Med to effectively understand and communicate its impact through the development, implementation and management of data, MEAL systems and activities.

Key responsibilities

Technical: MEAL & Data

1	Support and ensure HQ and mission level MEAL is compliant with organisational and donor requirements.
2	Liaise closely with MEAL Manager, HQ and Field colleagues so that responses and programmes have MEAL and data tools relevant to the mission objectives.
3	Support the collection, collation, and analysis of organisational and programmatic data for reporting.
4	Day-to-day administration tasks for data and MEAL such as: Maintain datasets, update documents, copy editing, follow ups.
5	Support organisational quality assurance processes with evidence gathering and collation.
6	Participate and or co-lead in key MEAL activities such evaluations, After Action Reviews, programmatic performance monitoring, data quality audits etc.
7	Maintain and adjust MEAL frameworks and tools used to track progress and analyse information against both response and organisational targets.
8	Ensure data quality through the implementation of effective data verification mechanism and undertaking routine data quality assessments at all levels.
9	Identify MEAL and data capacity gaps and support training or capacitation for UK-Med colleagues and members.
10	Support in the roll-out and implementation of the MEAL activities including orientation/training sessions to relevant colleagues and members.
11	Closely liaise with Operations, Health, Learning and other relevant teams.

International Deployment

12	Deploy to field locations to provide technical and/or administrative support to teams during responses.
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13	Participate in the preparation of the Situation Report (daily, weekly, monthly depending on mission requirements) during response
General Trainee Responsibilities	
14	Engage in formal and informal training activities, including UK-Med's Core Training pathway and tailored development programs.
15	Contribute to organisational learning by sharing experiences, insights, and best practices with colleagues.
16	Comply with UK-Med policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures
17	Comply with UK-Med policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures
Safeguarding	
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	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion
General duties	
20	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy
21	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery
22	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts
23	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context
24	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med
25	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
26	Other tasks as might be required to ensure effective delivery of UK-Med / projects and programmes of work

Person Specification: MEAL Trainee

Qualifications / Professional Memberships		
1	A relevant university degree in public health, humanitarian studies, social sciences, data and analytics, demography and populations studies, or related disciplines, or equivalent relevant professional experience. Proficiency in analytical and visualisation packages e.g. R, SPSS, Stata, PowerBI etc is a plus.	Essential
Knowledge, Skills and Experience		
2	Practical professional experience supporting the implementation and day-to-day management of organisational and/or programme-level MEAL systems, ideally within a humanitarian or international development context.	Essential
3	A good understanding of a range of methods and tools for monitoring, evaluation and assessment to promote evidence-based learning in humanitarian health programming.	Essential
4	Strong theoretical and practical understanding of monitoring, evaluation, accountability and learning principles, methods and tools, including data collection, analysis and the use of evidence to support learning and decision-making.	Essential
5	The ability to promote change and implement learning through collaboration and the use of evidence.	Essential
6	Excellent interpersonal and people skills, with the ability to work effectively in multicultural environments.	Essential
7	Strong administrative skills, including ability to deliver to high standards in short timeframes	Essential
8	Proficiency in Microsoft Office applications, particularly Word, Excel, Teams, and PowerPoint.	Essential
9	Attention to detail combined with ability to relate things to the wider context.	Essential
10	International experience through volunteering, work, study, relocating countries, extended travels, etc.	Essential
11	Previous experience of highly relevant activities e.g. humanitarian health, Emergency Medical Teams, first phase emergency responses.	Desirable
12	Proficiency in an additional language, such as French, Spanish, or Arabic.	Desirable
Personal Attributes		
13	Personal integrity and the highest standards of personal conduct.	Essential
14	Commitment to high performance, striving for excellence in all aspects of work.	Essential

15	Determined; working hard to get the job done and finding solutions to problems.	Essential
16	Compassionate; putting the health and wellbeing of patients and colleagues at the heart of all actions.	Essential
17	Collaborative; inclusive and respectful in all interactions with others, and an active and skilled communicator.	Essential
18	Committed to learning; continuously developing own skills, supporting the development of others and contributing to continuous improvement.	Essential
19	Able to work with limited supervision.	Essential

Practical requirements

20	Willingness to commit time to and provide authorisation for vetting procedures, medical clearance, training and development and other readiness activities.	Essential
21	Willingness to travel internationally to humanitarian, including conflict, contexts as part of first-line response.	Essential
22	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential
23	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.



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prepared to help