UK-MED



Core Staff

Training and Capacity Building 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:	Training and Capacity Building Manager
Salary:	£42,440 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 40% international travel/deployment, as required by UK-Med.

Can you turn operational lessons into frontline skills and prepare global health workforces to respond to crises? Do you have the experience to deliver high-quality training and capacity building that strengthens emergency health responses worldwide?

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 an experienced and passionate Training and Capacity Building Manager to help strengthen emergency preparedness through high-quality, evidence-based learning and capacity building for Emergency Medical Teams (EMTs), healthcare professionals and health systems globally.

This is an exciting opportunity to play a key role in shaping and delivering UK-Med's growing training and capacity building portfolio. From strengthening EMT capabilities through international twinning partnerships to supporting our emergency responses and longer-term programmes in Gaza and Ukraine, your work will contribute directly to building stronger, more prepared healthcare teams.

Working as part of our Learning & Capacity Building Department, you will support the delivery and continuous improvement of our training programmes, including our Core Training Programme, which prepares UK-Med's global workforce of core staff and approximately 1,500 healthcare professionals for work and deployment. You will also contribute to the strategic direction of our capacity building approach, ensuring quality, innovation and learning remain central to our work.

We are looking for an experienced learning professional and skilled project manager with a proven ability to manage complex projects, build strong stakeholder relationships and lead and develop teams. Ideally, you will bring experience in humanitarian or emergency health programming, alongside the flexibility to travel internationally, sometimes at short notice.

You will join a collaborative and dedicated team at an exciting time, with the opportunity to strengthen emergency preparedness and make a meaningful contribution to lifesaving humanitarian responses. We offer competitive benefits and a friendly, supportive working environment.

How to apply

To apply, please submit a **current CV** and a **supporting letter (2 pages maximum)** 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 7th of December 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.

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.

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

Training and Capacity Building Manager

Job Title	Training and Capacity Building Manager
Reports to	Deputy Director of Learning & Capacity Building
Line Management:	Responsible for the direct line management of one team member: Training & Capacity Building Officer.
Duration	Permanent
Hours	Full-time
Place of work	UK-Med Office, Manchester, UK (hybrid working) with an expectation of approximately 40% international travel/deployment, as required by UK-Med.

Purpose of role

The Training and Capacity Building Manager is responsible for overseeing the design, delivery and evaluation of high-quality, evidence-based training and capacity building interventions for Emergency Medical Teams, UK-Med responses and partner organisations.

The role supports emergency preparedness by translating operational learning into impactful training, strengthening capacity building across emergency responses and preparing UK-Med's global workforce for safe and effective deployment.

The postholder will oversee complex projects, coordinate partnerships and provide leadership and line management to the Training & Capacity Building Officer, ensuring quality, continuous learning and effective delivery of training and capacity building activities.

Key responsibilities

Lead and Coordinate UK-Med Capacity Building Portfolio	
1	Maintain day-to-day oversight of CB delivery calendar, ensuring delivery of planned training and adjusting as necessary.
2	Ensure regular, effective stakeholder engagement and faculty coordination to maintain seamless planning, implementation and evaluation of all capacity building activities.
3	Lead on skills requirements, ToR development, recruitment, and management of faculty to deliver capacity building interventions.
4	Lead and coordinate faculty groups, ensuring clear communication of training plans, timelines, roles and responsibilities, expectations, etc.
5	Ensure timely recruitment of participants, including working with stakeholders, technical leads and the HR & Membership Department to coordinate requirements, lists and invitations.

6	Work closely with Learning & Capacity Building colleagues and SMEs to develop terms of reference and corresponding budgets for all new and existing capacity building activities.
7	Collaborate closely with colleagues from Procurement to ensure adherence to UK-Med procurement policy, setting standards for and recruiting preferred suppliers, etc.
8	Be accountable for effective deployment preparation and backstopping in accordance with UK-Med policies and procedures, including financial and programme monitoring (MEAL).
9	Ensure that faculty teams have the appropriate venues, logistical and technical support, training materials and equipment required to deliver high-quality and impactful training.
10	Contribute positively to ongoing partnerships through professional and engaging discussions, coordination and collaboration.
Reporting and Quality Assurance	
11	Ensure that all UK-Med training is accredited and diversify accreditation agencies to ensure equitable distribution of learning credit.
12	Lead on the evaluation and after-action reviews for all international training activities, demonstrating continuous learning through the adaptation of planning and/or implementation of future activities on agreed action points.
13	Ensure consistent quantitative and qualitative reporting against UK-Med's Training Evaluation Framework, and communicate learning and best practices with wider team and organisation.
14	Be accountable for consistent and timely reporting against Learning & Capacity Building Team and wider organisational Key Performance Indicators and other MEAL indicators.
Training and Capacity Building Delivery	
15	Lead faculties of Subject Matter Experts to deliver workshops, training and capacity building activities for EMT partners, including professional and effective communication with senior government officials to ensure impactful learning initiatives.
16	Lead on-the-ground learning and capacity building activities during emergency responses and on UK-Med's longer-term responses as appropriate
17	Lead on the design, development and delivery of simulation exercises (Scenario-based drills, Table-Top Exercise, Full-Scale Simulation).
18	Collaborate across all UK-Med departments and external suppliers, partners and stakeholders to ensure end-to-end planning, resourcing, delivery and demobilisation of large full-scale simulation exercises in the UK and overseas.
19	Provide leadership and support to the design, development and delivery of the UK-Med core training pathway, overseeing and supporting the work of relevant team members, ensuring effective internal and external relationships and supporting the strategic direction of the pathway and its modes of implementation.
Leadership	
20	Provide direct line management, leadership and career development support to Training & Capacity Building Programme Officer, ensuring structured annual performance reviews underpinned by objectives that are aligned with team and organisational goals.
21	Encourage and seek opportunities for direct reports to further develop their careers and professional interests within UK-Med, contributing to staff motivation, development and retention.
Safeguarding	

22	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.
23	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
24	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	Comply with all health and safety policies and procedures.
28	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.
29	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.
30	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

Person Specification

Training and Capacity Building Manager

Qualifications / Professional Memberships		
1	A relevant professional qualification in project management, international relations or a related discipline, or equivalent demonstrable professional experience in project or programme management.	Essential
2	A relevant professional qualification in adult learning, Learning & Development or a related discipline, or equivalent demonstrable experience in designing and delivering training programmes.	Desirable
3	A relevant qualification or professional certification in humanitarian studies, international relations, global health or a related discipline.	Desirable
Knowledge, Skills and Experience		
4	Demonstrated experience in managing, expanding and quality assuring complex project and programme portfolios for global audiences	Essential
5	Demonstrated experience in effectively engaging and coordinating diverse project groups and high-level stakeholders for high-quality outputs.	Essential
6	Demonstrated experience in capturing, communicating and integrating real-time feedback and learning into project portfolio activities and interventions.	Essential
7	Demonstrated experience in line managing, supporting and developing team members, including performance management and setting objectives.	Essential
8	Experience in coordinating humanitarian or development sector programming	Essential
9	Demonstrated experience with effectively communicating with diverse groups of stakeholders, partners, service users, customers, etc.	Essential
10	Experience in managing and overseeing capacity building or training programmes in humanitarian or development sector.	Desirable
11	Experience in designing and developing training across delivery methods: digital learning, workshops, simulation exercises, etc.	Essential
12	Experience in applying adult learning methodologies to humanitarian programming and capacity building	Desirable
13	Excellent verbal and written communication, interpersonal and teamworking skills, with the ability to adapt communication styles and approaches to diverse audiences and working environments.	Essential
Personal Attributes		
14	Pro-active	Essential

15	Highest standards of integrity.	Essential
16	Flexible, can-do attitude and good team player.	Essential
17	Excellent time and task management skills.	Essential
18	Excellent communication skills.	Essential
19	Excellent attention to detail.	Essential
20	Ability to work independently.	Essential
Practical requirements		
21	Willingness to work some weekends and evenings to contribute to programme delivery and organisational priorities.	Essential
22	Willingness and ability to deliver training across several time-zones to ensure that UK-Med's global membership is catered for.	Essential
23	Willingness and suitability to deploy internationally and nationally in the UK for up to 40% of the role, including to challenging humanitarian contexts, to support effective training and capacity building delivery.	Essential

Key terms and benefits

Salary:	£42,440 GBP 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 may 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

UK-MED

Building a world prepared to help

UK-Med is a CIO registered in England. Charity Number: 1166956.