



<b>Job Title</b>	Programme Officer, The David Nott Foundation
<b>Summary</b>	<p>This role will support the planning, delivery, and evaluation of UK- and overseas-delivered surgical, anaesthesia, obstetrics/gynaecology, and nursing courses, will administer our medical teaching faculty, and will support all other aspects of the Foundation's business as they relate to its charitable programmes.</p> <p>The role holder will support the management of the supply chain for programme activity, maintaining an inventory of training materials, developing equipment manifests, procuring items in short supply, liaising with logistics contractors for international movements, and accounting for items on a routine basis.</p> <p>The programmes officer will also provide staff and administrative support to a range of other initiatives within the Foundation, as required. This could include helping to plan and deliver events for staff and volunteers, maintaining volunteer databases, supporting office administration, and helping at fundraising and communications functions.</p>
<b>Accountability</b>	This role will be accountable to one of the Foundation's Programme Managers.

*The David Nott Foundation is a UK registered charity which trains doctors in the medical skills they need to be able to provide relief and assistance in areas affected by conflict and catastrophe.*

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## **Responsibilities**

### ***Programme Development and Support***

- Assist in the planning of overseas programme operative and training missions and help lead the planning and pre-course administration of the Hostile Environment Surgical Training-UK, faculty induction, and Train the Trainer courses.
- Conduct security risk assessments and help mitigate the risks associated with several of our deployments and missions.
- Manage the Foundation's HEST course training equipment including procurement, management, and repair.
- Manage course logistics including booking of venues, travel bookings, security planning, visa and passport applications, elucidating vaccination requirements, and preparation/shipment/customs clearance of training materials. Assist in any other pre-course preparation required by programme managers.
- Support post-training evaluation for all courses to include student feedback and end of mission reports.
- Administer the lessons process within the Foundation.

- Support the Chief Operating Officer in the management and administration of the Foundation's contracted teaching faculty.

### ***Programme Delivery***

- Deploy to high-risk countries, occasionally at short notice and roughly on a six- to eight-weekly basis, to help administer course delivery.
- Provide direct administrative support to the course director for all UK-based courses.
- Act as UK-based travel support manager, as directed, providing safety, security, and logistics top cover for overseas missions on which you do not travel.

### ***Administration***

- Support the executive team in monitoring the progress of key projects and initiatives.
  - Work with the Finance Manager to keep track of invoices and payments for teaching equipment and other course expenditure.
  - Manage office administration, e.g., booking of taxis, purchase of office supplies etc.
  - Other administrative tasks as required.
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### **Person Specification**

We recognise that the right person might come from a background that has not enabled them to gain the advantages sometimes available to others. We therefore choose not to specify precise requirements but believe that this role will suit people whose qualifications, skills, attributes, interests, and experience include some or all of the following:

- Knowledge of, and keen interest in, public health, current affairs, the humanitarian sector, and international relations.
- Ability, personal resilience, and willingness to travel to high-risk countries to facilitate programme delivery, which – as things stand – involves approximately 7 weeks of international and 2 weeks of national travel per year.
- Willingness to travel outside of normal office hours.
- Proven ability to manage own workload, organising and prioritising tasks to meet deadlines.
- Good communication, interpersonal and writing skills.
- An ability to manage time-sensitive work in a fast-paced environment.
- Excellent organisational skills with an ability to establish tools for effective workload management.
- Willingness to grow with the role.

In common with all staff, the role holder will need to commit to:

- Acting with honesty and integrity at all times.
- Demonstrating respect for others through consideration and empathy in all communications with colleagues and external stakeholders.
- Making an active contribution to developing the Foundation.
- Being receptive to feedback, learning from experience and others, and sharing experience and knowledge.
- Keeping others informed of issues which they need to be aware of because of their role and responsibilities.
- Consciously reviewing mistakes and successes to improve performance.

- Using discretion and being aware of issues requiring confidentiality.

The role holder must have the right to live and work in the UK, and they must not have any restrictions on their international travel through dual nationality or an entry ban in any country within which the Foundation might, in future, operate. The role holder will be expected to work a minimum of 60% of the week in our Hammersmith office.

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**Salary:** £26000 to £28000, depending on skills, attributes, and experience, plus an annual personal development fund of £2000, excellent leave package, and membership of a workplace pension scheme.

**Contract Length:** Permanent, with an initial probationary period of three months.

**Application Details:** To apply, please send a copy of your CV and a cover letter (no longer than 2 pages) stating why you want this opportunity and detailing how you meet the person specification above. This information will remain confidential. Please send all applications to [enquiries@davidnottfoundation.com](mailto:enquiries@davidnottfoundation.com) quoting 'Programme Officer' in the subject line.

**Application Deadline:** 9 June 2024.

**Process:** Successful shortlisted candidates will be contacted by 14 June 2024, and interviews will be held the following week. A decision will be communicated by 24 June 2024, with the successful candidate ideally started in the latter half of July.