



Executive Assistant

Candidate Information Pack

July 2024

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Introduction



This is an exciting time to join UK-Med. 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.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now run programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 20,000 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 crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	Executive Assistant
Remuneration:	Up to £32,000 GBP (dependent on experience)
Duration:	Permanent
Location:	Manchester, UK (hybrid working available)

Are you an organized, proactive professional with a flair for executive support and a passion for making a difference in a leading organization's operational efficiency?

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 seeking for an Executive Assistant to work closely with our Chief Executive. With a commitment spanning over several decades, we aim to ensure that our operations and strategic initiatives are executed flawlessly, contributing significantly to our mission's success.

In this pivotal role, you will be instrumental in enhancing the Chief Executive's effectiveness by providing comprehensive support, managing sophisticated calendar arrangements, and facilitating internal and external communications. Your responsibilities will encompass a broad spectrum of activities from coordinating travel and scheduling to preparing and editing important documents and presentations.

You will also be involved in conducting research and analysis on relevant topics, organizing meetings and events, and serving as a liaison to the Board of Trustees. The role demands a high level of discretion and professionalism in managing the Chief Executive's social media presence and supporting donor/funder relations.

The ideal candidate will have a proven track record in a similar role, demonstrating exceptional organizational, communication, and management skills. Experience in handling a wide range of administrative and executive support-related tasks, with the ability to work independently with little or no supervision, is crucial.

UK-Med offers a competitive salary, benefits, and a dynamic working environment, where you can make a tangible difference through your contribution to our humanitarian efforts. If you're ready to take on this challenging and rewarding role, we'd love to hear from you.

How to apply

To apply, please submit a **current CV and a supporting letter** (no more than 2 pages) that includes a detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification.

Applications must be submitted through our [online jobs portal](#) no later than **Friday 19th of July 2024**

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)

Our medical teams respond to disasters around the world and work with local emergency teams to build their resilience to future threats.

A registered charity, UK-Med has been responding to emergencies since 1988, when a team of eight Manchester clinicians led by our founder Prof. Tony Redmond, went to Armenia in aid of those who had been hit by a devastating earthquake. We have strong links with the NHS and when Ebola hit West Africa in 2014, killing over 11,000 people, we recruited, trained and sent 150 NHS clinicians to work in treatment centres alongside local health workers to help bring the outbreak under control.

We have deployed clinicians following numerous large-scale natural and manmade disasters, treating patients in emergencies in Armenia, Iran, China, Haiti, Nepal, Cape Verde Islands, Sierra Leone, Bangladesh, the Philippines, Gaza, Samoa, the Kurdish refugee crisis and the Siege of Sarajevo. We have delivered training to thousands of healthcare workers in Sierra Leone, South Sudan, China, Malawi, Myanmar, Armenia and Uganda. We are currently providing urgent emergency medical care in Ukraine and developing programmes in Yemen and Afghanistan.

Our core staff team of 30 provides programme management and technical health expertise, logistics, fundraising and communications, finance, HR, and administrative support. Our humanitarian responses are staffed by our membership - a combination of volunteers seconded from NHS employers, and experienced NGO workers recruited on a contingency basis for specific responses. Currently we have a membership of around 1,000 (mostly healthcare professionals and experienced NGO support staff) who have been through selection procedures, vetting and induction/training.

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.

Learning

We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

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 changes in need.

Job Description

Executive Assistant

Job Title	Executive Assistant
Reports to	Governance and Administration Manager
Duration	Permanent
Hours	Full Time
Place of work	Manchester, UK (hybrid working available)

Purpose of role

The Executive Assistant plays a pivotal role by offering comprehensive support to the Chief Executive, fostering a closely coordinated working relationship. This position stands as the chief point of contact for internal and external stakeholders on matters pertaining to the Executive Director and acts as a crucial conduit between the Executive Director and the Board of Trustees.

Key responsibilities

1	Ensure exceptional support to the Chief Executive, facilitating optimal communication and efficiency.
2	Provide advanced calendar management, including coordinating meetings, drafting agendas, preparing minutes, and arranging logistics like venue selection, room bookings, and refreshments.
3	Assist the Chief Executive in managing both internal and external communications.
4	Perform research and analysis on topics of interest to the Chief Executive.
5	Handle all aspects of travel and schedule coordination for the Chief Executive.
6	Draft and revise correspondence, reports, presentations, and letters.
7	Complete and manage expense reports, as well as oversee correspondence.
8	Aid in the development of strategic communications, organizational strategy, and contribute to various projects as directed.
9	Organize meetings and events, including board meetings, retreats, and related logistics.
10	Act as the primary contact between the Chief Executive and the Board of Trustees.
11	Maintain an efficient filing and communication system, including contact and document management, and archiving for the Chief Executive.
12	Oversee the Chief Executive’s social media presence.
13	Support the Chief Executive in maintaining and enhancing relationships with donors and funders.

14	Provide assistance with additional administrative duties as required.
15	Undertake any other responsibilities as assigned by the Chief Executive or direct supervisor.
Safeguarding	
16	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.
17	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
18	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
19	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
20	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
21	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
22	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.
23	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

Person Specification

Executive Assistant

Qualifications / Professional Memberships		
1	Degree or professional qualifications in business management, administration or any other relevant field or significant experience in a fast-moving admin department in lieu of a formal qualification	Essential
Knowledge, Skills and Experience		
2	Proven experience in roles of similar nature, with a strong preference for candidates possessing familiarity with the non-profit sector, particularly in humanitarian or international development contexts.	Essential
3	Exceptional interpersonal abilities, showcasing initiative, the capacity for multitasking, teamwork, flexibility, and the adaptability to manage changing priorities effectively.	Essential
4	Outstanding verbal and written communication skills, coupled with a proven track record of analytical and writing proficiency.	Essential
5	Highly organized with a steadfast commitment to precision and meticulous attention to detail.	Desirable
6	Demonstrated capability to source information from a broad array of sources and networks.	Essential
7	Independent judgment and the autonomy to operate without direct supervision.	Essential
8	Proficient in the use of Microsoft Office suite, Google Drive, and various social media platforms, reflecting a strong understanding of electronic communication tools.	Essential
9	Discretion and tact in handling sensitive and confidential information.	Essential
10	Ability to prioritise and work under pressure	Essential
11	Prior experience in the humanitarian and/or international development sectors	Desirable
Personal Attributes		
12	Highest standards of integrity.	Essential
13	Flexible, can-do attitude and good team player.	Essential
14	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
15	Excellent communication skills, both verbal and written.	Essential

16	Excellent attention to detail around work planning and the use of systems with a strong commitment to quality control and standards.	Essential
17	Ability to work independently.	Essential
Practical requirements		
18	Willingness to travel in Ukraine and or to the various field offices.	Essential
19	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities. .	Essential
20	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

Key terms and benefits

Salary:	Up to £27,900 GBP p/a (dependent on experience)
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 may 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 contract:	Permanent

UK-MED

Building a world
prepared to help