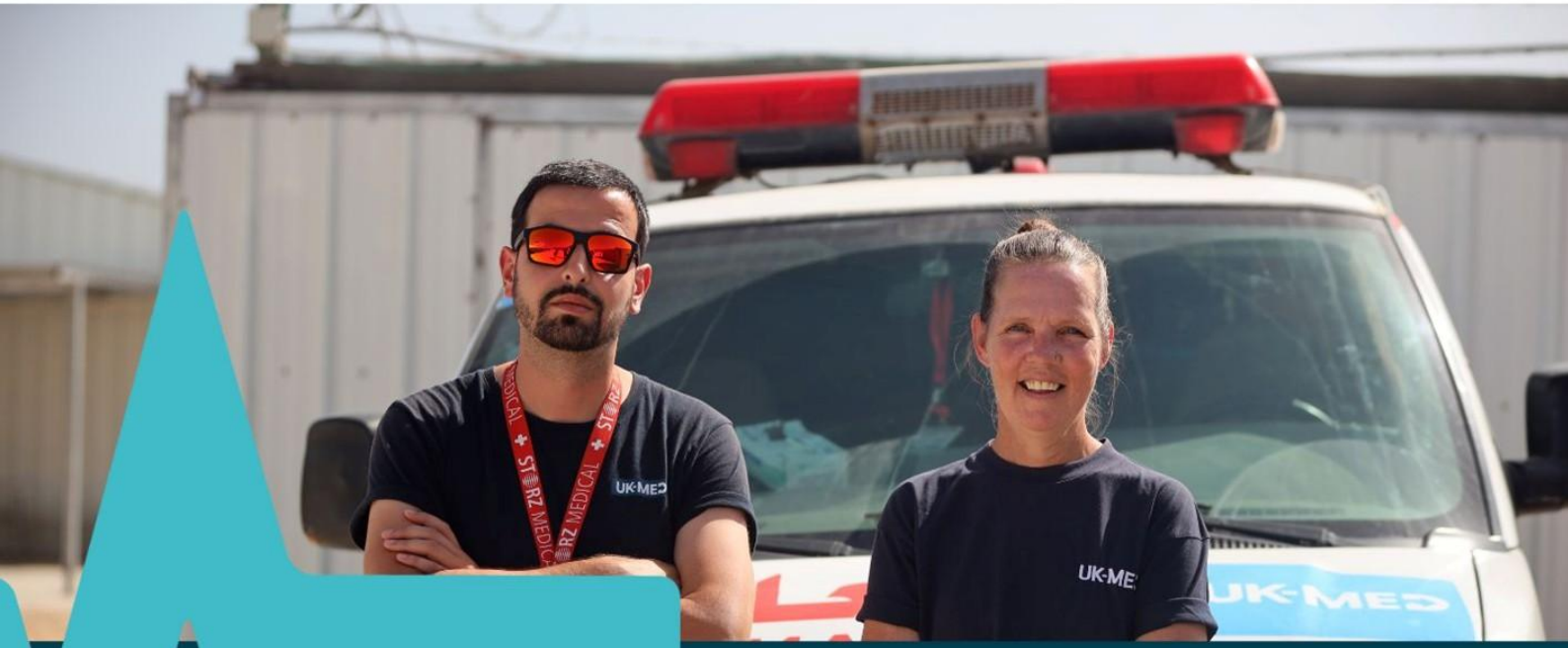
UK-MED



Humanitarian Management Trainee: Human Resources and Membership

Candidate Information Pack

2026

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Advert

Role:	**Humanitarian Management Trainee:** Human Resources & Membership
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: Human Resources & Membership Trainee

Job Title	**Humanitarian Management Trainee:** Human Resources & Membership
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 program. The HR & Membership Trainee will embed in a team and gain hands-on experience supporting UK-Med's humanitarian health, learning and capacity building programming, both in the UK and internationally.

Working as part of UK-Med's HR & Membership Team, you will build on your existing HR knowledge and professional experience, applying this across the people processes that enable UK-Med to prepare for and deliver humanitarian health responses. You will contribute to the day-to-day work of the team while developing specialist humanitarian HR experience across recruitment, management of UK-Med's Register of deployable humanitarian professionals, deployment readiness and the staffing of international responses.

Key responsibilities

HR & Membership

1	Support and deliver the HR systems and processes that underpin UK-Med's activities and contribute to the effective day-to-day running of the HR & Membership function.
2	Support staff and Register members to complete and maintain the documentation and checks required for their roles and deployment readiness, including references, health assessments, DBS/police checks, professional registration and other relevant documentation.
3	Maintain accurate and up-to-date HR and Membership records, ensuring confidential and personal information is handled appropriately and in accordance with UK-Med policies and data protection requirements.
4	Support contracting, onboarding and other HR administration for staff and Register members.
5	Respond to enquiries from staff and Register members, providing a professional, helpful and timely service.

Register and cohort management

6	Develop an understanding of UK-Med's Register and its role in ensuring appropriately skilled humanitarian professionals are ready and available to respond when emergencies occur.
7	Support the management of specific groups of Register members, developing knowledge of their skills, experience, availability and readiness for deployment.
8	Build positive professional relationships with Register members and support their ongoing engagement with UK-Med.
9	Contribute to maintaining accurate information on available and deployable personnel to support humanitarian preparedness and response planning.

Recruitment and selection

10	Support recruitment and selection activities, including representing HR during interviews and contributing to fair, consistent and effective recruitment processes.
11	Support candidate pre-employment processes when needed, ensuring documentation and relevant right to work checks are completed accurately and efficiently.
Staffing humanitarian responses	
12	Support the identification and mobilisation of appropriately skilled personnel for UK-Med's international humanitarian responses.
13	Assist with reviewing availability, skills and deployment readiness information to support decisions about response team composition.
14	Support administrative processes associated with international deployment, including visa and immigration requirements, temporary professional registration and deployment documentation.
15	Maintain accurate records of deployments and support the HR & Membership Team with response-related administration, which may occasionally require flexibility outside normal working hours.
16	Partner our response teams directly, identifying HR and staffing needs and working with HQ teams to address them
International Deployment	
17	Undertake opportunities to gain direct exposure to humanitarian response activities, including international deployment.
Learning and professional development	
18	Take an active role in your own development throughout the 18-month traineeship, working towards agreed learning and development objectives.
19	Participate in relevant training, mentoring, shadowing and other formal and informal learning opportunities.
20	Develop an understanding of humanitarian principles, UK-Med's mandate and the role effective people management plays in enabling safe, timely and high-quality humanitarian response.
21	Seek and respond positively to feedback and demonstrate curiosity, initiative and a commitment to continuous learning.
22	Build relationships and learn from colleagues across UK-Med to develop a broader understanding of how different functions contribute to humanitarian preparedness and response.
Safeguarding	
23	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
24	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion
General duties	

25	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy
26	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery
27	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts
28	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context
29	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med
30	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
31	Other tasks as might be required to ensure effective delivery of UK-Med / projects and programmes of work

Person Specification: HR & Membership Trainee

Qualifications / Professional Memberships		
1	Hold, or are working towards, a HR professional qualification e.g. CIPD Level 5 or above	Essential
2	Relevant academic qualification s e.g. in Human Resource Management, international development, emergency response or humanitarian aid.	Desirable
Knowledge, Skills and Experience		
3	Strong theoretical understanding of HR principles and practices, supported by practical professional experience within an HR, recruitment or people function.	Essential
4	Ability to provide high standards of administrative support related to multiple projects and multiple personnel simultaneously	Essential
5	Excellent attention to detail	Essential
6	Experience of delivering high standards of customer service.	Essential
7	Experience of working with large amounts of data and maintaining accurate records	Essential
8	Able to handle sensitive information with confidentiality and tact	Essential
9	Excellent interpersonal and team working skills	Essential
10	Good IT skills, including use of Microsoft Word, Excel and database systems	Essential
11	Excellent verbal and written communication skills.	Essential
12	An understanding of what makes an effective recruitment process	Essential
13	A basic understanding of the WHO Emergency Medical Team Initiative	Desirable
14	Previous experience in the humanitarian and/or health sector.	Desirable
15	Practical professional experience undertaking HR and/or recruitment processes.	Essential
16	Knowledge of GDPR regulation and its implications	Desirable

Personal Attributes		
17	A desire to work in an administrative role in a HR function and build a career in HR	Essential
18	A positive and flexible approach to problem solving	Essential
19	Resilient individual who thrives in a fast-paced and rapidly changing environment	Essential
20	Highest standards of integrity and professional conduct	Essential
21	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do	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.

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Building a world prepared to help

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