



# Logistics Manager

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 have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 10,000 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: Logistics Manager  
Salary: £38,000 - £41,000 gross annual (dependant on experience)  
Hours: Full-time  
Duration: Permanent contract  
Location: Manchester, UK with hybrid working

### **Can you play a key role ensuring all logistics arrangements are in place for rapid deployment and effective management of the UK Emergency Medical Team field hospital?**

UK-Med is a humanitarian NGO that has been responding to disasters for over thirty years. We prepare and equip medical teams, both in the UK and worldwide, so they are ready to respond when epidemics, conflict and natural disasters hit. When Ebola struck West Africa in 2014 we recruited and trained UK doctors and nurses who helped local medical teams and other NGOs to bring the outbreak under control. We are core partners, providing the clinical component and key support structures of the UK Emergency Medical Team (UK EMT) in line with WHO standards.

We are recruiting a Logistics Manager who will provide leadership across UK EMT partners in ensuring effective logistics arrangements for UK EMT deployment of health facilities including the Type 2 field hospital. Our ideal candidate will bring significant experience of providing logistics support in the humanitarian sector (expected to be at least 5 years) including in insecure environments. You will have excellent interpersonal and leadership skills and be able to bring together people from a range of organisations, cultures and perspectives into a coherent team.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference through an influential role in our humanitarian programming.

## How to apply

To apply, please submit a **current CV** and a **supporting letter (2 pages)**. 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 through our [online jobs portal](#) no later than **19<sup>th</sup> 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](http://www.uk-med.org))

We're a charity and our medical teams respond to disasters around the world. We work with local emergency teams to build their resilience to future threats.

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. 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 local and regional medical teams in Sierra Leone, South Sudan, China, Malawi, Myanmar, Armenia and Uganda.

Our core staff team of around 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 hired on a contingent basis for specific responses. Currently we have a membership of around 1000 people (mostly healthcare professionals and experienced NGO support staff) who have been through selection procedures, vetting and induction/training.

### The UK EMT

We are a partner in the UK Emergency Medical Team (UK EMT), the front line of the UK government's response to a humanitarian crisis overseas, funded by the Foreign, Commonwealth and Development Office (FCDO).

We prepare rapid deployment teams ready to respond to various health emergencies anywhere in the world within twenty-four hours. We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams or full self-sufficient treatment centres.

The EMT network is driven by the World Health Organisation (WHO) and ensures that teams that respond following disasters are well trained, self-sufficient and have the skills and equipment to respond effectively rather than imposing a burden on the national system.

## 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 change.

# Job Description

<b>Job Title</b>	Logistics Manager
<b>Reports to</b>	xxx
<b>Duration</b>	Permanent
<b>Hours</b>	Full-time
<b>Place of work</b>	Manchester, UK (Hybrid working available)

## Purpose of role

As UK-Med’s Logistics Manager, you will be responsible for logistics planning, procurement, and delivery of logistics support to UK-Med/UK EMT humanitarian deployments.

1. **Logistics management** - lead and manage the UK-based procurement team to ensure forward planning and timely, efficient and effective delivery of logistics support.
2. **Systems, Procedures and Compliance** - develop and strengthen supply chain systems and procedures (SOPs, logistics manuals, etc.), develop/build the capacities of UK-based and deployed teams. and ensure continuous compliance of logistics processes with UK-Med and donors’ financial/procurement rules and regulations.

## Key responsibilities

### Logistics Management

1	Oversee procurement activities of UK-Med, including tender planning, supplier selection, timely ordering processes and ensuring relationships with key suppliers are developed and maintained.
2	Provide day-to-day management and support to the procurement team, including regular objectives setting and performance reviews.
3	Ensure that the procurement team is adequately staffed to support current programme portfolio and growth of the organisation.
4	Support logistics planning for new and on-going deployments
5	Ensure all transportation planning is effective in rapidly delivering infrastructure and stock to the field to support emergency response including developing and maintaining relationships with freight agents, ensuring multiple options are available to ensure we can deploy as rapidly and effectively as possible
6	Support on the recruitment and development of in-country logistics teams as required.
7	Identify strategic groups and develop contacts with humanitarian logistics agencies / organisations to support both development and deployment of UK-Med/UK EMT teams and resources.
8	Establish a network of external contacts for collaboration and learning.
9	With the security focal point, as required support on logistical aspects of field security management (communications, fleet etc.).
10	Contribute to the development of technical proposals and budgets for new programmes/interventions



11	When required, support and undertake delivery of practical and administrative non-emergency logistics planning and activities - kit and equipment maintenance, warehousing, communications, cold chain, stock control, transportation.
<b>Systems, Procedures &amp; Compliance</b>	
12	Develop and strengthen supply chain systems and procedures (SOPs, logistics manuals, tools kits, etc.)
13	Ensure that logistics procedures are consistent with relevant international standards and donor requirements, are clearly defined, understood and are operationalized effectively.
14	Identify, plan and deliver training, development and capacity building opportunities for UK-Med (HQ and response) teams as required.
15	Provide medical logistics support including helping to identify needs and requirements for teams, developing standard kit lists and product lists as well as giving support to the procurement team on specifications, sourcing and purchasing of medical items.
16	Continually monitor and evaluate the effectiveness and performance of logistical and supply chain activities in support of deployments and programmes, providing timely advice, recommendations and interventions when required.
17	Ensure regular reporting against established key performance indicators (KPIs) to capture, evaluate and report on the performance of UK-Med/UK EMT logistics activities
18	Support internal, external and donors' audit exercises
<b>Other responsibilities</b>	
19	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.
20	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
21	Ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
22	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
23	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.
24	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.
25	Remain abreast of developments, trends and best practices in humanitarian logistics.
26	When required, present to external audiences at sector conferences, workshops, donor events etc.
27	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

# Person Specification

## Logistics Manager

<b>Qualifications / Professional Memberships</b>		
1	A relevant qualification in logistics, supply chain, emergency response or humanitarianism	Desirable
2	Other relevant qualifications, accreditation, or training	Essential
3	A relevant qualification in Medical Logistics or extensive experience in developing specifications, sourcing and procurement of medical consumables and equipment	Desirable
<b>Knowledge, Skills and Experience</b>		
4	Extensive logistics experience within emergency or humanitarian contexts and insecure environments (5+ years)	Essential
5	Understanding of logistics requirements for humanitarian health programming particularly for outbreak response, rapid onset disaster and/or field hospital management	Essential
6	Knowledge and experience of procurement including procurement planning, running tenders and order/supplier management	Essential
7	Excellent leadership skills, inspiring others and building consensus.	Essential
8	Excellent interpersonal skills, working well with colleagues both internally and externally and taking a collaborative approach	Essential
9	Excellent analytical skills and a strategic thinker; able to identify gaps and opportunities	Essential
10	Experienced in project management including managing multiple priority projects simultaneously	Essential
11	Ability to effectively present information and respond to questions from managers, employees and external clients	Essential
12	Experience of successfully training and developing skills of others	Essential
13	Skilled in bringing people together into a cohesive team, working across a range of cultures, languages, personal interests and agendas	Essential
14	English language equivalent to UN Level III both written and spoken	Essential
15	Proficiency in an additional language, such as French, Spanish or Arabic	Desirable
16	Understanding of FCDO processes and procedures	Desirable
17	Knowledge and experience of international logistics standards and international donor requirements	Desirable
18	Knowledge of international Emergency Medical Team (EMT) systems and WHO minimum standards	Desirable
19	Experience of base of operations and field logistics planning and delivery across a range of humanitarian contexts	Desirable
20	Understanding of key associated functions e.g. in INGOs, security management	Desirable

21	Experience of working in insecure environments	Desirable
<b>Personal Attributes</b>		
22	A good decision-maker, able to take effective, considered and timely decisions taking account of relevant information	Essential
23	A creative problem-solver	Essential
24	Able to deal with ambiguity and grow processes in a new team within a growing and evolving organisation	Essential
25	Flexible, with a can-do attitude	Essential
26	Able to work effectively both independently and as part of a team	Essential
27	Energetic and resilient individual who thrives in a fast-paced and rapidly changing environment	Essential
28	Patient, calm and inclusive	Essential
29	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do	Essential
<b>Practical requirements</b>		
30	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential
31	Willingness to deploy with UK-Med international deployments as required	Essential
32	A willingness to work in insecure environments	Essential
33	Willing to comply with and able to pass medical and safeguarding checks required to ensure suitability for deployment	Essential

## Key terms and benefits

<b>Salary:</b>	£38,000 - £41,000 gross annual (dependant on experience)
<b>Working hours:</b>	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 weekend and evening working will be required.
<b>Annual Leave:</b>	25 days per year plus 8 public holidays.
<b>Pension:</b>	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme for UK-based staff.
<b>Deployment:</b>	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.
<b>Safeguarding:</b>	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 checks. Suitability for this work is a condition of employment.
<b>Professional requirements:</b>	Membership of professional bodies is not a requirement but may be an advantage.
<b>Term of contract:</b>	Permanent

# UK-MED

Building a world  
prepared to help