

**UK-MED**

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# Trustee (Voluntary Role)

Candidate Information Pack

July 2024

## Contents

- 3. Introduction
- 4. Advert
- 5. How to apply
- 6. About UK-Med
- 8. Job description
- 11. Person specification
- 13. Key terms and benefits

## 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. 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 crisis 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 62,000 patients have benefited from UK-Med's treatment so far.

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:	Trustee
Remuneration:	Unpaid Volunteer role (reasonable expenses will be reimbursed for Board related work)
Duration:	3 years with possible extension.
Hours:	We aim to be transparent about the time commitment required for this role. While we strive to balance the needs of the organization with respect for your time, we anticipate an average of 6 full days per year, in addition to a minimum of 4-6 hours per month. This includes attending key meetings, participating in essential activities, and contributing to ongoing projects. We expect in-person attendance at quarterly Board meetings whenever feasible.
Location:	In person meetings held in Manchester, UK

### **Are you passionate about using your expertise to support an international health NGO and charity?**

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 a trustee to help our charity develop through a period of growth and change.

You will be passionate about what we do and committed in using your experience and expertise to contribute to the strategic development and good governance of the charity. We will welcome applications from people with a background in the following fields:

- Risk management
- Fundraising, including fundraising strategy and/or personal networks that can provide opportunities for major gifts
- Providing healthcare in humanitarian contexts

## 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 **Monday 12<sup>th</sup> of August 2024**

*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 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 a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

### The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of clinicians and other humanitarian health professionals. Many of our UK-Based clinicians are released for three weeks at a time by NHS employers, while other responders join us for longer periods. At any time, we have a team of around 100 clinicians and other humanitarian responders on call who are ready to respond to disasters anywhere in the world within twenty-four hours.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks, conflicts or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

## 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.

## The Trustee Role

Trustees have independent control over and legal responsibility for a charity's management and administration. As a trustee you will work with other members of the Trustee Board to ensure that the fundamental duties of the trustees are being fulfilled. You will ensure that the UK-Med's resources are used responsibly, and that the Charity is accountable and providing a public benefit.

As a Trustee, you will attend quarterly Board meetings, and contribute to setting strategic direction, providing governance oversight and scrutiny and supporting the work of the charity's staff.

UK-Med has been registered as a charity since 1995, and in 2017 became a charitable incorporated organisation (CIO).

Further information;

- [UK-Med Strategy 2021-26](#)
- [Charity Commission Guidance – The Essential Trustee](#)
- [UK-Med Website](#)
- [UK-Med record on Charity Commission Website \(Covers since conversion to CIO\)](#)
- [Latest Published Accounts \(2023\)](#)

To take on this role, you must meet the legal requirement for being a Trustee in England and Wales including;

- You must be at least 16 years old
- You must not be disqualified from being a Trustee; reasons for disqualification include;
  - Certain unspent convictions
  - Being disqualified as a Director, or previously having been removed from a relevant office
  - Insolvency
  - Being on the sex offender register or being designated person under anti-terrorist legislation
- You must have the right to undertake voluntary work in the UK (e.g. being an EU citizen with pre-settled or settled status or having a visa that allows voluntary work)



# Role Description

<b>Role Title</b>	Trustee (voluntary, unpaid)
<b>Duration</b>	3 years with possible extension
<b>Commitment</b>	We aim to be transparent about the time commitment required for this role. While we strive to balance the needs of the organization with respect for your time, we anticipate an average of 6 full days per year, in addition to a minimum of 4-6 hours per month. This includes attending key meetings, participating in essential activities, and contributing to ongoing projects. We expect in-person attendance at quarterly Board meetings whenever feasible.
<b>Location</b>	UK-Med Office, Manchester.
<b>Purpose of role</b>	
Along with other members of the board, to provide strategic leadership and governance oversight for the charity and contribute to achievement of the charity 's mission and provision of public benefit.	
<b>Key responsibilities</b>	
<b>Trustee Duties</b>	
1	Ensure UK-Med is carrying out its purpose for the public benefit and is fully accountable
2	Comply with our governing document and law
3	Always act in UK-Med's best interests
4	Manage our resources responsibly and act responsibly, reasonably, honestly and with reasonable care
5	Monitor our safeguarding procedures
6	Contribute to financial governance, reviewing financial information and plans
7	Maintain eligibility to be a Trustee and inform the chair of Trustees and Chief Executive of any circumstances that might jeopardise this eligibility
<b>Practical Tasks</b>	
8	Attend meetings of the Board of Trustees including Board Development events.
9	Undertake preparatory research and reading ahead of meetings

10	Contribute to discussions in trustee meetings, using your judgement and applying expertise and skill
11	Represent UK-Med at external meeting as required
12	Undertake roles under formal UK-Med policies and procedures when delegated (e.g. safeguarding, complaints, grievance, disciplinary; freedom to speak up)
13	Support fundraising initiatives to ensure the ongoing financial success of the charity.
14	Undertake other tasks as might be required to support the effectiveness of the board and success of the charity
<b>Sub-Committees</b>	
15	Serve on and chair sub-committees and working groups as required
<b>Conduct &amp; Reputation</b>	
16	Act as an ambassador for the charity
17	At all times, maintain personal and professional conduct suitable to preserve the good reputation of the charity
18	Maintain confidentiality of personal information and commercially sensitive information disclosed to you in this role
19	Disclose to the chair of Trustees and Chief Executive any circumstances that might jeopardise the reputation of the charity

# Person Specification

## Trustee

<b>Knowledge, Skills and Experience</b>		
1	Relevant experience relevant for charity governance roles (e.g. previous leadership / governance roles, relevant professional backgrounds, legal, financial, fundraising or safeguarding experience)	Essential
2	Previous experience in fields linked to UK-Med’s work (e.g. humanitarian work, health / medical / fundraising and/or ability to develop high value funding partnerships)	Desirable
3	Previous experience as a Trustee or member of a governance board	Desirable
4	An understanding of the humanitarian and / or health sector	Desirable
5	An understanding of the funding of charities, particularly in the humanitarian sector and a willingness to support bidding / fundraising activity	Desirable
6	Specific experience / expertise in a fields <ul style="list-style-type: none"> <li>• Risk management</li> <li>• Fundraising, including fundraising strategy and/or personal networks that can provide opportunities for major gifts</li> <li>• Providing healthcare in humanitarian contexts</li> </ul>	Desirable
<b>Personal Attributes</b>		
7	Highest standards of integrity and conduct	Essential
8	Commitment to the mission, vision and values of UK-Med	Essential
9	A positive and flexible problem-solving approach	Essential
<b>Qualifications / Professional Memberships</b>		
10	A professional qualification relevant to the work of the board or work of UK-Med	Desirable

# Key terms

- Salary:** Unpaid volunteer role (reasonable expenses will be reimbursed for Board related work)
- Commitment:** We aim to be transparent about the time commitment required for this role. While we strive to balance the needs of the organization with respect for your time, we anticipate an average of 6 full days per year, in addition to a minimum of 4-6 hours per month. This includes attending key meetings, participating in essential activities, and contributing to ongoing projects. We expect in-person attendance at quarterly Board meetings whenever feasible.
- Safeguarding:** To ensure the suitability for the role’s work with both adults and children, an assessment of suitability to work with these groups may be completed which may include an DBS / police check. Where a role requires this, suitability for this work is a condition of appointment.
- Professional requirements:** Membership of professional bodies is not a requirement but may be an advantage
- Term of appointment:** 3 years with possibility of one further 3 years extension.

# UK-MED

Building a world  
prepared to help