



Training Officer

Job Description & Person Specification

June 2024

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Overview

Role:	Training Officer
Hours:	Full-time
Remuneration:	£27,900
Duration:	Permanent
Location:	Manchester, UK (Hybrid working available)

Training Officer to prepare, coordinate and deliver highly engaging and scenario-based training for emergency response staff

The overall aim of all Register Preparation Training is to ensure that the professionals who deliver UK-Med's responses are well prepared, know what to expect, and deliver the best possible responses resulting in positive health outcomes for the patients and communities we serve.

The Training Officer plays an essential role in ensuring that UK-Med delivers high-quality Preparation Training to our global workforce, which consists of both Core Staff and a Register of approx. 1200 healthcare professionals from all over the world. The Training Officer works closely with the Programme Manager – Training and Learning Design Specialist on preparing, coordinating and delivering highly interactive in-person simulation exercises, scenario-based tabletop exercises, and online exercises, training sessions and workshops from UK-Med's training portfolio, and in contributing actively to learning and improvement for all training.

The Training Officer is a skilled trainer with a particular interest and/ or experience in delivering simulation-based training, adventure/ outdoor education, etc., weaving practical skills-building into scenarios which are evolving in real time. Furthermore, the Training Officer is accomplished in ensuring that all practical preparation and coordination of training activities is handled in a timely and expert manner in close collaboration with colleagues, to ensure a professional learning experience for participants and faculty members.

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 24th of June 2024**. We will be reviewing applications on an ongoing basis and so encourage you to apply as soon as possible.

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.

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

Training Officer

Job Title	Training Officer
Reports to	Programme Manager – Training
Duration	Permanent
Hours	Full-time, 35 hours
Place of work	Manchester, UK (hybrid working available)

Purpose of role

The Training Officer will be a central figure in planning, preparing and delivering UK-Med’s training portfolio for Preparation Training. UK-Med has a strong background in simulation-based training and this role involves a significant focus on preparing and delivering high-quality residential simulation exercises for both internal and external audiences, ensuring effective communication and collaboration with colleagues in all training preparation, and supporting departmental training priorities in general.

Key responsibilities

Training Preparation & Coordination

1	Support Training Needs Analysis processes with both colleagues and learners to ensure effective learning solutions
2	Support in developing training materials for new and existing training as relevant, focussing specifically on integrating highly experiential, practical and outdoor-focussed activities with classroom-based content.
3	Work closely with colleagues in Learning & Capacity Building Department and wider organisation to support the designing of clinical and operational simulation exercises for internal and external audiences
4	Conduct pre-training visits and arrive early at venues to set up and prepare for residential courses and simulation exercises.
5	Work closely with logistics and procurement team to ensure the right kit and equipment is available for training delivery.
6	Day-to-day monitoring of the Training Calendar to ensure effective and timely planning and coordination of training delivery in close collaboration with Training Team colleagues.
7	Effective and timely communication with faculty and UK-Med staff regarding training, and ensure that expectations are clear to allow effective delivery
8	Contribute to advertisement, recruitment, review and selection of training participants, including liaison with Health, Operations and HR & Membership Departments to ensure that the right participants are selected for training

9	Liaise with venues and suppliers for training delivery as relevant
Training Delivery	
10	Act as the lead facilitator on Core Training delivery both in-person and online as appropriate.
11	Ensure key organisational messages are delivered concisely and consistently in all training activities, especially in courses with a diverse faculty.
12	As a key member of project teams and faculty, contribute actively to the smooth planning, delivery and wash-up of all UK-Med residential courses and simulation exercises.
13	Work closely with logistics team to support build and take-down processes, clean-up, etc. for simulation exercises and residential courses
14	Ensure follow up actions take place following training activities including regular debrief sessions and follow up with participants.
15	Ensure training delivery and messages are adhering to technical standards when relevant (e.g. WHO, Blue Book, Humanitarian Principles, etc.)
16	Contribute to facilitation of training development workshops with colleagues and external partners as appropriate to ensure development of effective and impactful preparation training solutions
Digital Learning	
17	Support in day-to-day management and maintenance of UK-Med's Learning Management System.
18	Support in setting up new courses by writing training descriptions for learners, identify footage from UK-Med's photo library and conduct learner testing.
19	Support in generating reports, trouble shooting, etc. to ensure that learners have a professional and positive learning experience on UK-Med's Learning Management System.
Reporting	
20	Follow up with participants, analyse feedback and write training evaluation reports according to guidelines set out in UK-Med's Training Evaluation Framework
21	Feedback learning after training events and activities with the view of continually improving the offering.
22	Contribute to consistent reporting against Learning & Capacity Building Department and wider organisational Key Performance Indicators
Other	
23	Contribute to the course accreditation process with Royal Colleges and other academic and NGO partners and ensure that all UK-Med Preparation Training is accredited by applying for CPD points for all new training courses
24	Update budget expenditure and tracking sheets and support on processing of invoices and expenditure claims as necessary
Safeguarding	

25	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.
26	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
27	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
28	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
29	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
30	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
31	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.
32	Other tasks as might be required to ensure effective delivery of UK-Med / projects and programmes of work.

Person Specification

Training Officer

Qualifications / Professional Memberships		
1	Professional qualification in adult learning / Learning & Development (or significant demonstrated experience within this area)	Essential
2	Qualification in outdoors education/ outdoors activity instructor/ or similar (or demonstrated experience within this area)	Desirable
3	Humanitarian/ Global health experience.	Desirable
Knowledge, Skills and Experience		
3	Demonstrated experience in effectively planning and delivering training events both online and in-person	Essential
4	Demonstrated experience in delivering engaging and effective training to a professional and/or adult audience	Essential
5	Experience in planning and delivering simulation-based/ outdoors education activities	Essential
6	Experience in writing training reports and providing constructive and action-based recommendations for learning and improvement.	Essential
7	Demonstrated experience in effectively communicating with global colleagues and/or costumers	Essential
8	Experience in working closely with colleagues to ensure logistical and practical planning is in place to deliver scenario-based/ outdoors education interventions	Essential
9	Experience in contributing actively to wider reporting and learning frameworks	Desirable
10	Experience in designing and developing training for a professional audience	Desirable
11	Experience working with Subject Matter Experts in planning and delivering training	Desirable
12	Experience in and knowledge about humanitarian and/or health sector.	Desirable
13	Excellent, flexible and adaptable verbal and written communication skills.	Essential
14	Excellent and adaptable communication style and approach to working.	Essential

15	Excellent interpersonal and team working skills.	Essential
Personal Attributes		
16	Pro-active	Essential
17	Collaborative working style	Essential
18	Ability to adapt working and communication style according to need and context.	Essential
19	A positive and flexible approach to problem solving.	Essential
20	Resilient individual who thrives in a fast-paced and rapidly changing environment.	Essential
21	Highest standards of integrity and professional conduct.	Essential
22	Committed to UK-Med's humanitarian mandate and passionate about putting patients at the heart of everything we do.	Essential
Practical requirements		
23	Willingness and suitability to travel both nationally in the UK and internationally for in-person training delivery.	Essential
24	Willingness and ability to deliver training across several time-zones to ensure that UK-Med's global membership is catered for.	Essential
25	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities.	Essential

Key terms and benefits

Salary:	Up to £27,900 gross annual depending on experience
Working hours:	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.
Annual Leave:	25 days per year plus 8 public holidays.
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme.
International Travel:	The postholder may be required to travel internationally to deliver on the Learning & Capacity Building Team’s responsibilities and in support of wider organisational needs.
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