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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 healthcare. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

Our strategic objectives address four main problems faced when providing emergency healthcare following a disaster:

- **Emergency response**: There are only a small number of international agencies and WHO verified Emergency Medical Teams capable of responding globally, at speed and scale, to spikes in need.
- **Providing expertise**: There are not enough medical and coordination staff as there are challenges recruiting, retaining and training the numbers required to meet growing need.
- **Raising standards**: The sector lacks consistency and consensus on training and accreditation for international health professionals.
- **Building resilience**: First response and continued support is most effective when provided by health professionals based within the country affected. Significant investment in training for staff is required to achieve this.

We are very excited about our plans to meet these challenges and to grow UK-Med and I hope you will join us on this exciting journey.

David Wightwick
UK-Med Chief Executive Officer
Advert

Role: Trustee
Salary: Unpaid Volunteer role (reasonable expenses will be reimbursed for Board related work)
Commitment: 4 meetings per year, plus preparation and follow-up work
Duration: Three-year term
Location: Meetings held in Manchester, UK

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

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies. Since we formed as a charity in 1995, we have responded in a wide variety of humanitarian emergency settings. We work with other agencies to coordinate the UK Emergency Medical Team (UK EMT) – a national programme deploying healthcare services to sudden onset disasters on behalf of the UK Government and working to WHO standards – as well as deploying independently or in collaboration with other humanitarian NGOs. As we strengthen our response capabilities, we are seeking a new trustee to help our charity develop through a period of growth and change.

You will be passionate about what we do and committed to using your experience and expertise to contribute to the strategic development and good governance of the charity. We will particularly welcome applications from people with a background in health/humanitarian sectors or with legal or other professional expertise.

We are committed to diversity and inclusion, and welcome applications from people regardless of gender, age, ethnic or religious background or sexual orientation.

How to apply

To arrange an informal discussion about the post, in the first instance please contact recruitment@uk-med.org

To apply, please submit a current CV and a supporting letter (2 pages) that includes:
- A detailed explanation of your suitability for this post with specific reference to the criteria in the person specification
- Full contact details
- Where you saw this role advertised

Applications must be submitted to recruitment@uk-med.org no later than Monday 30 March 2020.
About UK-Med

UK-Med (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 Department for International Development (DFID) 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 UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians 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 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

Vision

Disaster affected populations have equitable access to high quality health outcomes

Mission

To provide high quality essential health care in response to natural and man-made disasters

Values

- Professional – we will seek to ensure our interventions are guided by the highest professional standards and that we deliver high quality programming and assistance
- Accountable – we will strive to be transparent and accountable to our patients, wider beneficiaries, partners and donors
- Collaborative – we will coordinate effectively and actively seek to collaborate with and support other actors
- Effective – we will ensure our interventions are timely, based on robust evidence and reasoning and attain the best possible outcomes
- Flexible – we will ensure UK-Med remains a quick decision maker, attuned to changes in circumstances and able to make the rapid adjustments necessary
- Altruistic – we will ensure UK-Med and volunteers retain the humanitarian imperative at the heart of their work and planning
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.

UK-Med had an annual turnover of £1.8million in 2018-19. The majority of our funding comes in the form of government grants, but with the recent introduction of a new fund raising function to the organisation we are expecting to increase income from grants, trusts and private donations in the future. We employ 25 staff and have a volunteer base of around 450 active clinicians who rotate on call duties to respond to humanitarian emergencies.

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:

- Charity Commission Guidance – The Essential Trustee
- UK-Med Website
- UK-Med record on Charity Commission Website (Covers since conversion to CIO)
- Latest Published Accounts (2017)
- Historic records on Charity Commission Website (prior to becoming CIO)

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 or having a visa that allows voluntary work)
# Role Description

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Trustee (voluntary, unpaid)</th>
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</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>3 years with possible extension</td>
</tr>
<tr>
<td><strong>Commitment</strong></td>
<td>Preparation for, and attendance at meetings of board of Trustees (at least 4 per year) and sub-committees or working groups as required</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>UK-Med Office, Manchester.</td>
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## Purpose of role

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.

## Key responsibilities

### Trustee Duties

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 safe guarding 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

### Practical Task

8. Attend meetings of the Board of Trustees
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 required
<table>
<thead>
<tr>
<th></th>
<th>Undertake roles under formal UK-Med policies and procedures when delegated (e.g. safe guarding, complaints, grievance, disciplinary)</th>
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<tbody>
<tr>
<td>13</td>
<td>Undertake other tasks as might be required to support the effectiveness of the board and success of the charity</td>
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</table>

**Sub-Committees**

|   | Serve on and chair sub-committees and working groups as required |

**Conduct & Reputation**

<table>
<thead>
<tr>
<th></th>
<th>Act as an ambassador for the charity</th>
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<tbody>
<tr>
<td>16</td>
<td>At all times, maintain personal and professional conduct suitable to preserve the good reputation of the charity</td>
</tr>
<tr>
<td>17</td>
<td>Maintain confidentiality of personal information and commercially sensitive information disclosed to you in this role</td>
</tr>
<tr>
<td>18</td>
<td>Disclose to the chair of Trustees and Chief Executive any circumstances that might jeopardise the reputation of the charity</td>
</tr>
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</table>
# Person Specification

## Trustee

### Knowledge, Skills and Experience

<table>
<thead>
<tr>
<th></th>
<th>Knowledge, Skills and Experience</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Relevant experience relevant for charity governance roles (e.g. previous leadership / governance roles, relevant professional backgrounds, legal, financial, fundraising or safeguarding experience)</td>
<td>Desirable</td>
</tr>
<tr>
<td>2</td>
<td>Previous experience in fields linked to UK-Med’s work (e.g. humanitarian work, health / medical)</td>
<td>Desirable</td>
</tr>
<tr>
<td>3</td>
<td>Previous experience as a Trustee or member of a governance board</td>
<td>Desirable</td>
</tr>
<tr>
<td>4</td>
<td>An understanding of the humanitarian and / or health sector</td>
<td>Desirable</td>
</tr>
<tr>
<td>5</td>
<td>An understanding of the funding of charities, particularly in the humanitarian sector and a willingness to support bidding / fundraising activity</td>
<td>Desirable</td>
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</tbody>
</table>

### Personal Attributes

<table>
<thead>
<tr>
<th></th>
<th>Personal Attributes</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Highest standards of integrity and conduct</td>
<td>Essential</td>
</tr>
<tr>
<td>7</td>
<td>Commitment to the mission, vision and values of UK-Med</td>
<td>Essential</td>
</tr>
<tr>
<td>8</td>
<td>A positive and flexible problem solving approach</td>
<td>Essential</td>
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</table>

### Qualifications / Professional Memberships

<table>
<thead>
<tr>
<th></th>
<th>Qualifications / Professional Memberships</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>9</td>
<td>A professional qualification relevant to the work of the board or work of UK-Med</td>
<td>Desirable</td>
</tr>
</tbody>
</table>
Key terms

**Salary:** Unpaid volunteer role (reasonable expenses will be reimbursed for Board related work)

**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 checks. Where a role requires this, suitability for this work is a condition of employment.

**Professional requirements:** Membership of professional bodies is not a requirement but may be an advantage

**Term of appointment:** 3 years
Building a **world** prepared to **help**