Recruitment Pack
Medical Coordination Manager
We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
Our vision is for young people everywhere to be able to change the world.

Our mission is to create youth-driven change that lasts.

We will achieve this by empowering young people with the skills, experience and platforms to be leaders of change.
Raleigh International is a youth-driven development organisation. We focus on working for and with young people to inspire and make positive change in four areas: promoting youth in civil society, providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods and enterprises.

Our way of working to achieve impact is by engaging young volunteers through delivery programmes: Raleigh Expedition, and national youth programmes where we work solely with local youth volunteers in-country.

By working through youth, we develop young leaders and ensure young people are connected, valued partners in development.

Raleigh delivers impactful youth-driven projects in four different programmatic areas that all link to and support the UN’s Sustainable Development Goals.

We have world-class partners and funders such as DFID, UK Aid Direct, Novartis; have been nominated for BOND International Development awards; are sector-leading in volunteer safety having helped create the BS8848 safety overseas standard; and have evidenced our impact with organisations such as the Overseas Development Institute and New Economics Foundation.
Why work for us?

What makes Raleigh International different…
Innovation

As an £8m revenue organisation with 120 employees worldwide we are in the enviable space that we are big enough to attract the best talent but also small enough to be flexible and agile with our programming.

Youth

Working alongside young people is incredibly inspiring and motivating. They are full of energy, enthusiasm and ideas for new ways of thinking and doing. The passion and positivity for creating sustainable change from young people is infectious and makes all roles with Raleigh, energising and refreshing.

Your Impact

Raleigh’s size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans, and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.

What makes us different?

Three-Lens approach
We focus on collaborating with young people as both partners and leaders in development.

National youth programming
We know that true sustainable change will come from investing in the youth of the countries where we work.

Legacy of young active global citizens
For 35 years we have helped create youth leaders who are empowered to create lasting change in their communities.
All organisations have their values, but Raleigh really is an organisation that strives to recruit based on cultural fit and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

“We find the courage to speak up for a cause and take action.”
Jyotir, Operations Manager, Nepal

“I’ve been able to experiment with new technologies to celebrate the work we do in innovative ways.”
Chris, Senior Digital Communications Officer, UK

“We are determined to do what we say and our actions show our adherence to honesty, strong moral principles and respect.”
Laurence, Operations Manager, Tanzania

“No matter the role or country, we are all united in creating sustainable change together.”
Heleena, Senior Training Officer, UK

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”
Hellen, National Volunteer Coordinator, Nicaragua

**Courage.**
We find the courage to step out of our comfort zone and create change

**Discovery.**
We are open minded to trying new things and learning from one another

**Integrity.**
We act with honesty and respect and we take responsibility for doing what we say

**Impact.**
We seek to create long-lasting impact in everything we do

**Resilience.**
We have the grit, determination and resilience to get the job done
About the role

This position works in the Safety & Operational Support Team with the support of Raleigh’s Medical Reference Group (MRG).

The Medical Coordination Manager will utilise their clinical knowledge and expedition experience to provide professional health expertise for screening and preparing volunteers who work with Raleigh International. They will provide support and advise Raleigh’s global offices when required.

It is a varied and interesting role which would be ideal for a Nurse looking to expand their practice into travel health and expedition medicine.

How to apply

Our online job application form is here.

Closing date
28th March 2022
Subject to volume of applicants the closing date may be brought forward.

Interview dates
Thursday 31st of March between 11:00 and 16:00 GMT

Contract
Full time permanent contract

Location
Hybrid working from home and in the office in Westminster, London, UK

Salary
£37,000 pro rate (4 days a week)
Accountabilities

1. **Medical Governance**
   Liaising with, and coordinating the Medical Reference Group to establish safe and effective medical governance of Raleigh International’s work

2. **Pre-departure volunteer preparation**
   Responding to medical and vaccination queries
   Overseeing Medical screening of volunteer
   Creating and delivering pre-departure medical training for volunteers

3. **On programme support for staff**
   On call duties as part of a rota system
   Update policies and protocols as required during and between programmes
   Support the Operations team to manage Next of kin, Key workers and partners in relation to medical aspects of incidents
   Liaising with Raleigh International’s Insurance provider if required

4. **Working with the wider Raleigh International Teams**
   The Safety and Volunteering teams most frequently.
   The Global Raleigh team in Costa Rica, Tanzania and Nepal
   Finance & Corporate Partnerships; Communications and Programmes teams.

5. **Maintain your UK professional registration**
   Undertake professional development in line with the NMC
   Keep accurate records, ensuring confidentiality in a complex non-medical organisation.
Person Specification

Essential

- Understanding and alignment with Raleigh International’s values
- A qualified General Nurse with an active NMC registration.
- A minimum of 5 years post registration clinical experience of which 2 years should be at management level.
- Clear understanding of health risks and issues associated with global travel and expedition medicine
- Knowledge and experience of safeguarding policy and response to complex safeguarding issues
- Experience working clinically in acute care settings
- Experience working with young people with mental health needs
- Good awareness of differing approaches to medicine health care globally, and open mindedness and willingness to develop understanding further
- Ability to conduct medical screening and follow up
- Excellent administration, database and record keeping skills
- Ability to communicate clearly, and adapt appropriately, (verbal and written) with people from a range of backgrounds including different nationalities
- Ability to design and deliver on and offline training suitable for various audiences including global staff and volunteer teams
- Excellent computer literacy skills; particularly Office 365 (Raleigh also use Customer Record Systems and Collaborative working software).
- Ability to work in an adaptive, flexible and solution-focused way
- Be able to work well autonomously and in a team setting
- Be able to prioritise and work proactively, and work and adapt plans reactively as required
- Willingness to be on-call at unsocial hours for approximately one third of the time (response time is compensated by TOIL system)
- Willingness to attend early and evening meetings if occasionally required in order to accommodate global staff and time zone requirements

Desirable

- Independent Prescribing qualification
- Volunteer experience with Raleigh International or similar organisation
- Understanding of sustainable development sector
- Knowledge of tropical diseases
- Qualified Mental Health First Aider
- Experience of working in diverse non-medical teams.
- Experience of change management and leadership
- Experience of building positive working relationships remotely
- Experience working with young people from diverse backgrounds
- Experience of responding to complex safeguarding issues
- Experience of service design and delivery
Office hours
Normal UK office hours are Monday to Friday, 9am - 5pm, though staff can vary their start and finish times between 8am - 4pm and 10am - 6pm. Weekend, early morning and evening working may be required in the following circumstances: to attend events and meetings and on overseas field trip and on call duties according to an agreed rota system. Time off in Lieu (TOIL) is available when on-call demands have exceeded working hours.

Equal opportunities, safeguarding and vulnerable adults
Raleigh International is committed to ensuring equal opportunities and the health, safety, welfare and development of all people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All staff and participants who take part in activities organised by us should enjoy working and taking part without fear of harm. We guide all staff and participants to show respect for and understanding of people’s rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

Employment eligibility
To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

Anti-corruption policy
It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.
Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

**Holiday entitlement**
The holiday entitlement for full-time staff is 25 working days per year, plus 8 public holidays. Part-time staff receive a pro-rated entitlement.

**Volunteering leave**
We believe in the power of volunteering. That’s why we offer every employee twenty-eight hours (four days) volunteering leave per year (pro-rated for part time staff).

**Employee Assistance Programme**
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

**Wellbeing programme**
We know that healthy bodies and minds are important. Whether it’s yoga sessions in the office, fruit on a Monday or cultural lunchtime excursions, Raleigh Head Office strives to offer a mix of activities.

**Season ticket loan**
Interest free loans are available to allow staff to save money and purchase season tickets. The loan is paid back monthly via deductions from your salary.

**Cycle to Work scheme**
Raleigh offers a cycle to work scheme that enables a discount towards any bicycle you purchase for the purpose of getting to work.

**Other benefits**
Also available to staff are enhanced maternity/paternity/adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye sight tests.