



## MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS UK JOB DESCRIPTION

**Job Title:** Content Developer and Student Engagement Liaison – maternity cover

**Department:** Manson Unit

**Hours:** Full-time; 40 hours per week

**Reports to:** GHHM Project Manager

**Location:** London

**Duration:** 6 Month Fixed Term

**Salary Grade:** 4.1

**Salary:** £43,374.61 per annum (Non-London Weighting £39,874.61)

### ABOUT MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS

Médecins Sans Frontières/Doctors Without Borders (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an independent medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF relies on donations from private individuals and organisations for the majority of its income. This private funding gives MSF the freedom to respond where needs are greatest and to speak out publicly, free from any political interference.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK, we support MSF's operations by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalysing change on medical humanitarian issues, and recruiting field staff. MSF UK personnel are dynamic, hard-working, enthusiastic and committed to MSF's values and aims.

#### **The Manson Unit (MU)**

The MU is a multi-disciplinary medical team within MSF UK. The MU is a team of 30 comprised of medical doctors and specialists in infectious diseases, non-communicable diseases, health information systems, epidemiology, geographical information systems, medical editing and research communication. The unit also includes a clinical trial team working towards improved treatments for patients with drug-resistant tuberculosis. We provide direct support to our field programmes through specialist advice on medical issues, implementing new ways of working, supporting research studies and outbreak response.

#### **The Global Health and Humanitarian Medicine Course (GHHM)**

The Global Health and Humanitarian Medicine course is a part-time, blended learning course with both online and face to face (F2F) components and access to parasitology laboratory training. The course is designed to equip medical doctors with the medical knowledge and public health skills required to work in low-and middle-income countries, including humanitarian crisis contexts. It is organised through contributions of clinicians and colleagues of academic institutions, international organisations and MSF to provide up-to-date teaching

and guidance on key areas in global health and humanitarian medicine. The GHHM also prepares students to sit the Diploma in Tropical Medicine & Hygiene (DTM&H) exam organised by the UK Royal College of Physicians (RCP).

Launched in 2015, the course now runs out of the MSF UK office in London, organised by the GHHM UK team, and out of the MSF India office in Delhi, organised by the GHHM South Asia team. Our ambition is to further expand the access to global health teaching and the RCP UK DTM&H exam.

### **JOB PURPOSE**

To contribute to the development and delivery of learning content for the GHHM UK course working collaboratively and cohesively with the GHHM team to ensure course content is accurate and up to date.

The postholder will lead on improving student engagement through regular contact, support and the monitoring of individual development throughout the duration of the course.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Deliver Outcomes: including decisions**

- Create, manage and implement strategies which ensure the online engagement of the students to support achieving the GHHM Key Performance Indicator of an annual 75% DTM&H exam pass rate.
- Ensure the course keeps up to date with latest blended learning developments, legislation and best practice.
- Create and examine new content and learning materials in collaboration with GHHM South Asia Site Content Developer .
- Create and contribute to strategies to grow and expand GHHM Alumni network into a global community of medical doctors for teaching and mentoring.

#### **Analysis and Initiative**

- Work collaboratively with the team to develop and design new creative learning approaches to increase student engagement.
- Support and assist the GHHM Project Manager in reviewing quarterly course feedback and implement improvements to course teaching and delivery, where appropriate.
- Monitor student participation to ensure all students meet the minimum participation requirement and follow up with students, where requirements are not being met.
- Support delivery of impact evaluation in consultation with external evaluators.
- Be responsible for monitoring progress and success of online group activities, implementing feedback and regular updating and reviewing of learning material, required.

#### **Planning and Organising**

- Review and recommend updates of GHHM content including:
  - syllabus
  - module frameworks (including platform page descriptions)

- group activities.
- Manage and plan annual teaching calendar, including scheduling of lectures, group activities for course year 2021/22, mock exam, additional teaching days and revision weekend.
- Moderate lecture sessions as appropriate, providing feedback and guidance for improvement on medical content to speakers.
- Work with the GHHM Project Manager to:
  - plan and undertake quarterly evaluation moments for students.

### **Manage Resources**

- Review GHHM group moderator volunteer recruitment, induction and management (est.15-20 volunteers).
- Manage GHHM alumni network, involving their experience and expertise in GHHM teaching and content, where applicable.
- Issue purchase orders for volunteer expenses in line with delegated authority and within agreed budget line items.
- Authorise GHHM volunteer expenses in line with MSF UK/IE financial procedures.

### **Develop Others**

- Manage GHHM volunteers ensuring they are supported and follow best practice procedures including MSF UK's data protection and safeguarding policies.
- Manage online moderators, providing them with the tools and resources required to moderate their student group.
- Provide coaching and mentoring to GHHM students in their learning and revision techniques.
- Identify any students who require additional support and develop a work with them to develop a support plan to ensure preparation for DTM&H exam.

### **Build Relationships**

- Maintain and enhance close working relationships with the GHHM South Asia site team, working closely with the GHHM South Asia Site Content Developer, to ensure content development is harmonised across all GHHM sites.
- Build and maintain existing relationships with content developers of comparative DTM&H courses to encourage sharing of learning methodologies and resource.
- Develop strong working relationships with MSF India, GHHM partners and guest lecturers and other stakeholders.
- Represent the GHHM, Manson Unit and MSF UK/IE at external meetings, as required
- Initiate and build relationships with the wider Manson Unit and MSF UK, including other learning initiatives such as the LEAP programme.

## PERSON SPECIFICATION

### Knowledge, skills and expertise

#### Essential:

- Primary Medical Qualification.
- Diploma in Tropical Medicine & Hygiene qualification.
- Experience in writing medical cases and public health scenarios for education purposes.
- Proven ability to plan and manage tasks for maximum efficiency and productivity.
- Demonstrable experience supporting and working with internationally based teams from a variety of cultures and backgrounds.
- Excellent communication, interpersonal and presentation skills.
- Excellent organisational skills, ability to multi-task and organise others.
- Proven ability to work under pressure, prioritise and manage own workload amid conflicting demands, busy work periods and changing priorities and deadlines.
- Key attention to detail.
- Demonstrable analytical skills.
- A good team player with a willingness to engage in MSF-wide activities.
- Ability to think ahead and anticipate needs.
- Confidence and ability to work on own initiative and with limited supervision.
- Proven ability and experience using MS Office Word, Outlook, Email and PowerPoint and intranets.
- Commitment to the aims and values of MSF.
- Fluent in written and spoken English.

#### Desirable:

- Previous work experience with MSF or equivalent INGO working in humanitarian settings.
- Demonstrable working knowledge of Moodle.
- Understanding of 'blended' learning best practice.
- Additional language ability in French, Arabic, Russian, Spanish, Portuguese, or Hindi.
- Exposure to educational and/or medical and/or humanitarian settings.

**MSF UK is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.**

## HOW TO APPLY

Apply on our website by submitting a copy of your CV together with a letter of motivation by the closing date.

### Application checklist

Please check that you have included the following in your application:

- an up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role.

### Recruitment timetable:

- **Closing date for applications: 23<sup>rd</sup> May 2021, 11.59pm (BST)**
- **Interviews: early June**