



Person Specification

Job Title	UK ISAR Deputy National Coordinator	Team	UK ISAR
Salary Grade	Station Manager (A)		

	Qualifications & Training	Essential	Desirable	Assessment
	Recognised instructor or teacher qualification	✓		A
	Completion of International disaster related training courses	✓		A
	Recognised Health & Safety qualification	✓		A
	Recognised Equality & Diversity Qualification or evidence of continuous workplace application.	✓		A
	Full UK driving license	✓		A
	Experience	Essential	Desirable	Assessment
	Experience of managing own workload and working to deadlines	✓		A & I
	Production and presentation of information including reports to managers and key stakeholders	✓		A & I
	Evidence of an area of responsibility within a project	✓		A & I
	Evidence of planning and delivering training and exercises	✓		A & I
	Experience of using MS Office and other IT packages	✓		A & I
	Experience of managing a UK ISAR/USAR team		✓	A & I
	Experience of planning meetings, and other events		✓	A & I
	Experience of international disaster response in a management capacity		✓	A & I
	Knowledge	Essential	Desirable	Assessment
	Knowledge of current UK ISAR structure and key stakeholders	✓		I
	Knowledge of current UK ISAR standard operational procedures	✓		I
	Knowledge of UN OCHA, INSARAG, and other international humanitarian structures	✓		I
	Knowledge of HMG Departments and roles in UK disaster response	✓		I
	Knowledge of procurement and finance regulations	✓		I
	Skills	Essential	Desirable	Assessment
	Highly self-motivated and able to work on own initiative	✓		I
	Flexible and adaptable to accommodate changing priorities	✓		I
	Able to communicate effectively with a wide range of stakeholders	✓		I



	Able to operate in new areas of work with limited support	✓		I
	Able to produce detailed reports to support decision making	✓		I
	Able to plan effective use of resources	✓		I
	Able to manage sensitive/confidential information	✓		I
	Able to chair meetings and produce minutes/actions		✓	I
	Work Related Circumstances	Essential	Desirable	Assessment
	Willing to operate away from base location as required	✓		I
	Access to a suitable vehicle	✓		A

Key to assessment methods:

A – Application form

I - Interview

Date person specification prepared / revised: 27th July 2018

Prepared / revised by: Sean Moore (UK ISAR National Coordinator)