



TRAINING COORDINATOR

CONTEXT

Initiatives of Change (lofC) has a number of training programmes that have been developed to meet particular needs. These programmes aim to empower people, in a variety of settings and contexts, as agents of change and build leadership capacity through carefully designed training. You will be working with a team of people interested in training, who seek to develop a shared vision of how this can be used to meet lofC strategy and also local needs on the ground, both within and outside of lofC International.

As the lofC International Training Coordinator, you will lead and act as a key member of the lofC training community across the lofC network. You will report to the Executive Director and will also be a member of the Operations Team of lofC International.

PRIMARY TASKS AND RESPONSIBILITIES

These proposed tasks and responsibilities listed below represent a range of those envisaged for now. However, as this is an emerging role, it requires high levels of flexibility as the specific tasks and responsibilities clarify through consultations with the various stakeholders.

- To take a strategic overview of the current state of training within lofC International and how this can be enhanced and improved to enable the growth of a learning organization.
- To work with the Executive Director, existing lofC training programmes, regional training leads and others interested in training to develop an overall lofC training strategy that aligns both with global lofC strategy and with needs on the ground.
- To take overall responsibility for and delegate as appropriate, the design and delivery of training delivered under the name of lofC International.
- To liaise with and develop professional relationships with external clients and partners.
- To explore the role of training as an income generating model.
- To coordinate with the Operations Team activities of promoting training courses within and outside lofC.

KEY QUALITIES, COMPETENCIES AND EXPERIENCE

- You must be passionate about lofC's mission, committed to its values and possess a working style that reflects these.
- Tack record and work experience as a trainer.
- Experience with designing and implementing training programs and strategies.
- Strong organizational skills and attention to detail required.
- Ability to interpret guidelines and analyze available information for the purpose of coordinating efforts, planning, and implementing training initiatives.
- Critical thinker with demonstrated problem-solving skills and the ability to make independent decisions.
- Have a professional attitude and appearance.
- High education (at minimum Bachelor's degree).

LOCATION

Open but preferably based in Europe.

APPLICATION

Are you interested? Send to volunteer@iofc.org:

- A short letter of motivation
- Your Curriculum Vitae (Word or PDF format).
- Two references (incl. names/contact details): one work-related and one personal.

Closing date for applications: 15 May, 2015.

Interviews will be held: end of May, 2015