Job Description and Person Specification

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| **Job title** | **HMG Training Coordinator** |
| **Purpose** | The aim of this job is to enhance the capacity of departments and individuals across DFID and HMG funds. You are at the forefront of this as a training coordinator. You will be responsible for managing the development and delivering a range of programme management trainings for staff in departments within DFID/FCO/HMG to enhance their programme management skills within an international context. |
| **Responsible to** | Programme Manager |
| **Responsible for** | Project Officer |
| **Working with** | Colleagues within the RedR UK – Europe and Global Initiatives Team and external contacts as necessary |
| **Location** | 250a Kennington Lane, London, SE11 5RD |
| **Post** | Full time |
| **Period** | Permanent |
| **Grade** | Grade 3 |
| **Salary** | £28,800 |

# RedR and the work we do

Each year, millions of people around the world are affected by natural disasters and conflict. RedR is an international disaster relief NGO which saves lives by giving aid workers the vital skills they need to do their jobs to the highest possible standard. We train thousands of people each year in everything from providing emergency shelter to staying safe in the field, from project management after emergencies to essential water and sanitation skills and more. And we provide experienced, professional aid workers from our pool of 1700 Members to support emergency response and longer-term humanitarian programmes worldwide.

# Job Description

You will lead on managing the **development** **and delivery** of RedR’s cadre of Programme Management training for a cross section of Her Majesty’s Government (HMG) programmes and funds.

These responsibilities will include being:

1. A heavy emphasis on the development, and management of development, of new training courses across the portfolio, ensuring rigorous quality assurance processes is followed, as well as L&D best practice
2. Responsible for revising and/or managing the revision of existing training courses across the portfolio, ensuring rigorous quality assurance processes
3. Deliver participatory Programme Management training across funds (estimated at two per month)
4. Manage relationships with a pool of associate trainers, including managing the identification, recruitment, coordination, contracting and support of those individuals
5. Manage relationships with the different HMG partners. This will include, but not be limited to, needs assessments, regular and effective communication, and problem solving
6. Line managing the programme’s Project Officer and ensuring they have the resources to make logistical arrangements for the trainings
7. Support the continuous improvement of RedR's HMG work through evaluation and impact assessment of capacity building events
8. Leading on the monitoring and evaluation elements for written reports and analysis of the programme as a whole
9. Support the RedR HMG programme team to coordinate successful training events

In addition to the named responsibilities, you would also be expected to:

1. Contribute to the strategic planning of the RedR HMG team
2. Contribute to the operational plan and budget each year
3. Contribute to monthly and quarterly reporting
4. Keep up to date with developments in training methodology and relevant issues in programme management
5. Represent RedR at training events and other networks and forums, delivering presentations, seminars or workshops where required.

You may also need to undertake any other reasonable tasks or duties as required by the line manager or organisation.

# Person Specification

**Essential**

* Experience and understanding of adult training delivery and methodologies, including designing and delivering learning and development training courses
* Experience managing project/programmes in international contexts
* Understanding and experience using programme management tools for the management of both projects, staff and associates
* Effective workload management skills and ability to use initiative to solve problems
* Excellent interpersonal and team skills
* Willingness and ability to often undertake international travel to insecure and difficult environments for periods up to 2 weeks
* Ability to represent the organisation externally and to develop networks
* Computer literacy in MS Office

**Desirable**

* Experience assessing and evaluating the delivery of training and learning programmes
* Proven experience of identifying, contracting and managing consultants
* Proven experience working with Donor Agencies
* Fluency in a language other than English (a combination of French, Spanish and/or Arabic desirable – but not necessary)
* Experience in the field of Humanitarian and/or international development operations
* Experience and understanding of the humanitarian sector – general humanitarian practices and principles, programme management cycle, project design, implementation and coordination