



Job Description

Position:	Director, Training & Curriculum Design
Reports To:	VP, Global AMU
Department:	Global Awards Management Unit (AMU) which is part of the Global Partnerships and Philanthropy Department
Location:	New York, London, or Remote (plus travel 30% of time)
Grade:	4A (US) / UK3 (UK)
Exempt/Non-Exempt:	Exempt
Contract:	(permanent / fixed term) Full time

NOTE ON LOCATION: THIS POSITION IS FLEXIBLE TO BE BASED IN THE US OR THE UK

Background

Over the past 80 years, the International Rescue Committee (IRC) has developed unparalleled expertise in responding to emergencies and helping uprooted communities to rebuild. Founded in 1933 at the request of Albert Einstein, the IRC's mission is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. The International Rescue Committee UK is part of the IRC global network, which has its headquarters in New York and London. The IRC is on the ground in more than 40 countries, providing emergency relief and rebuilding lives in the wake of disaster. Through 28 regional offices in cities across the United States, the IRC also helps refugees resettle in the US and become self-sufficient. The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and, most crucially, accountability to those we serve. The IRC is a tireless advocate for the most vulnerable.

IRC-UK

Our European headquarters, IRC-UK, were established in London in 1997 to support the organisation's global activities and particularly to diversify its donor base and be able to better advocate with European policy-makers on behalf of the people we serve. Since its establishment IRC-UK has grown rapidly and is now acknowledged for its high quality project management, technical expertise in governance and rights and economic recovery, and innovative thinking on early recovery and gender based violence. The IRC also has offices in Brussels, Berlin and Geneva. IRC-UK comprises approximately 90 staff across five departments.

The Global Awards Management Unit (AMU)

Established in January 2016, the Global Awards Management Unit (AMU) is a global unit spanning New York, Washington DC, London, Nairobi and Amman. It has responsibility for identifying, securing and managing all funding from statutory donors. The Unit is organized into five directorates: Donor Relations & Analytics; Grants Management & Frameworks; Compliance and Policy; Business Development; and Training.

The Global AMU is a bridge between donors and the field: providing expert technical advice to the field, while maintaining portfolio-level visibility to ensure consistency and compliance, and manage risk. This unit ensures that donor compliance policies and procedures are implemented consistently, and supports all staff working across the grants management cycle for all restricted funding from global government sources. The unit operates within a matrix management system across the teams in the US and the UK, driving functional integration between all relevant units and staff, in collaboration with the Vice President of the Global AMU and the Senior Vice President for Europe in relation to overarching issues with European donors. The matrix management structure ensures that AMU staff support the Europe strategy and work towards the pursuit of new opportunities, while IRC UK maintains accountability for European funding.

The Global AMU reports into the IRC's Global Partnerships and Philanthropy Department (GPP) and contributes to the mission of the IRC by ensuring the growth and sustainability of public funding.

The GPP department is responsible for the global delivery of the International Rescue Committee's financial resources, and plays an important strategic role in the creation of its brand, awareness and support for its advocacy goals. The IRC's 2020 Strategy centers on its ambition to continue to improve the scale and effectiveness of IRC programs worldwide with evidence of what works best to impact people's lives in conflict and fragile settings. GPP comprises colleagues and teams delivering government funding, brand, marketing, account management, leadership gifts, board liaison, corporate partnerships and communications to support this work.

The Purpose of the Role

The training and curriculum design function was created to increase the capacity for the creation of training curricula and materials within the AMU. This newly created role also aims to address the field offices' need for dedicated training staff to increase the frequency and quality of training support provided to regions.

Reporting into the VP, Global AMU, the Training and Curriculum Design Director will be responsible for executing the design and delivery of effective learning solutions to support the priorities of AMU and that of its internal clients. The position will work independently and rely on strong relationship management with internal AMU, IPD, USP, Finance, HR and other departments, and will be responsible for actively researching, curating, and maintaining all grants management-related training and development content.

The position will act as a subject matter expert (SME) on training and development by leveraging humanitarian industry best practices and connecting this aptitude with AMU SMEs to provide timely, comprehensive training solutions. The position will also require identifying and delivering cross-donor training and information. All content must be current, relevant, easy to access and mobile, so technical skills to develop web-based, remotely delivered, multi-media trainings will be key in ensuring an accessible and dynamic training catalog to be accessed by colleagues across the globe.

KEY ACCOUNTABILITIES AND MAJOR RESPONSIBILITIES

Development of cross-donor training/information exchange (50%)

- Initiate cross-donor training to facilitate smooth transition during initial phases of AMU restructuring as well as future structural changes within AMU or internal stakeholders with dependencies to AMU.
- Develop training to support cross-knowledge of donor practices within AMU.
- Facilitate peer-to-peer training to increase knowledge sharing and cross-training.
- Explore the possibility of developing communities of practice for grants management staff.
- Leverage external resources and training opportunities for staff (USG trainings, InsideNGO, etc.).
- Develop grants management curricula across multiple modalities, online, instructor led, virtual training.
- Create and drive the roadmap for a long-term vision for training products.

Induction of colleagues key to AMU Mandate/Partnership (20%)

- Develop an induction training plan for new AMU staff and field- and HQ-based grants management staff.
- Develop and disseminate timeline for production of priority training materials by partnering with HR Partners to support the on-boarding of incoming colleagues.

General/Management Skills Development (30%)

- General skills development such as grants and project management to facilitate high quality training to internal AMU, field colleagues, and other key internal stakeholders.
- Gather and quality assure current AMU training offerings.
- Leverage existing resources and materials within the Human Resources Department; where possible organically create new material that meets the needs of AMU.
- Disseminate location of current materials and details of upcoming training.

- Undertake basic needs analysis to identify priority training topics by leveraging learnings from regular touch points of AMU internal clients and AMU, IPD, USP and P&P leadership.
- Evaluate effectiveness of training offerings through surveys and other communication with field staff.

Other

- Up to 30% of responsibilities involve international travel.

KEY RELATIONSHIPS: All pillars within AMU, Human Resources, International Programs Department, US Programs, Policy and Practice, Finance

REQUIREMENTS

Essential

- 10+ years progressive experience or proven background in training and development, and/or talent management in a global matrix organization; NGO knowledge preferred.
- Strong learning & development expertise including needs analysis, consultation, innovative learning solutions and adult learning.
- Instructional design experience in various modes and remote learning techniques such as virtual classroom, webcast, job aid tools, LMS, WebEx, AdobeConnect etc.
- Strong interpersonal, relationship management and influence skills.
- Excellent verbal and written communication skills. Demonstrated experience managing, curating and delivering internal Learning and Development communication.
- Experience creating training programs and instruction organically; homegrown solutions to solve key knowledge deficiencies or rolling out new concepts and/or initiatives.
- Fluency in French desired, but not required.

Location is flexible for U.S. or UK

TO APPLY FOR THIS POSITION:

<https://chm.tbe.taleo.net/chm03/ats/careers/requisition.jsp?org=IRC&cws=1&rid=15075>