

JOB DESCRIPTION – BOND ASSOCIATE TRAINER

RESPONSIBILITIES

- To deliver specific Bond training courses (open, in-house or bespoke).
- To modify and adapt courses as necessary to ensure the content is up-to-date and meet the needs of our clients.
- To work with Bond to modify and adapt the course in response to feedback from participants and course observations, in order to meet our quality standards.
- To assist Bond with preparing the content of marketing materials, blogs etc in order to promote the course.

PERSON SPECIFICATION

Experience

- Significant experience of delivering training, particularly within the development sector and/or on global issues.
- Experience of designing participatory training for work-related learning.
- Significant practical experience in the subject areas covered by the course.
- Previous work experience in the international development or humanitarian sector.

Knowledge

- Understanding of adult learning principles and how they influence design and delivery of training.
- Significant technical expertise in the subject areas covered by the course.

Skills

- Ability to facilitate learning in a face-to-face training environment using learner-centred, participatory learning techniques.
- Ability to work flexibly to meet participants' individual needs within the context of the overall course aims and learning objectives.
- Ability to manage individual participants and group dynamics in order to create a positive learning environment for all participants.
- Ability to evaluate training interventions and make recommendations for future improvements.
- Ability to set learning objectives, design training interventions and develop training materials to meet identified training needs.

Attitudes

- Evidence that undertakes continuous professional development to ensure that both training and technical skills remain up-to-date.
- A strong desire to become part of Bond's team of associates and to work proactively with Bond staff, associates and member organisations to develop, deliver and promote high quality learning interventions.
- A confident, highly professional approach to clients, training participants and your role as a trainer.
- Commitment to the values of Bond and our member organisations.

REMUNERATION

A fee of £340 per day will be paid for preparation and delivery, plus reasonable expenses. For most one and two-day courses, half a day's preparation is paid in addition to the course delivery days. Where further preparation is required this will be negotiated with Bond and/or the client.