

Digital Training Officer

Location:	UK, South East.	Contract Duration:	Permanent
Full / Part Time:	Full time	Start Date:	As soon as possible
Hours:	37.5 hours per week	Closing Date:	17:30 BST. 31 st May, 2022

About the company

ILS is a small, vibrant, consultancy company providing Risk Management and Training support to aid agencies, academic institutions and campaigners to develop resilient organisations who can meet their Duty of Care even in the most challenging environments.

Founded by aid workers in 2010, the company has grown to become a leader in the development and implementation of people centric risk management and training solutions.

Our close-knit team is made up of a diverse group of professional risk management and training professionals who create bespoke risk management solutions and training packages for a range of high-profile humanitarian, human-rights, development and commercial clients as well as major academic institutions.

OUR MISSION: We believe in empowering those who are building a better world. Placing Humanity at the heart of our solutions, we work in partnership with individuals and organisations to enhance their resilience.

WHAT WE DO: We deliver robust, comprehensive and innovative solutions to security risk management challenges worldwide.

OUR VALUES: We are driven by the values of humanity, respect, compassion and creativity.

About the position

The *Training Officer (Digital)* role is a key new position at ILS, responsible for the effective delivery of our highly regarded training programmes, with a particular focus on our growing digital learning programmes.

We are looking for a dynamic and committed learning and development professional with outstanding organisational skills to oversee all aspects of our online training programme, ensuring these courses are effectively and efficiently run, regularly updated and delivering impact and value to the participants and to our clients.

The successful candidate will have the opportunity to work alongside a broad range of high-profile clients in both the UK and overseas, assisting them to fulfil their Duty of Care and to protect their staff, assets, programmes and reputation.

This will be done through delivery of ILS' core training products:

1. **Online Training*:** Oversight, development and delivery of a range of instructor-led and Weblearning online training programmes, including, but not limited to;
 - ✓ Personal Safety Awareness Training
 - ✓ Travel Safety Awareness Training
 - ✓ Crisis Management Training
 - ✓ Security Risk Management Training
2. **Residential training programmes*:** Administration, contribution to the delivery and operational oversight of;
 - ✓ Hostile Environment Training
 - ✓ First Aid Training

Note: The majority of our Residential training programmes are delivered in Sussex (UK).

3. **Field and office based training:** Administration, delivery and logistical oversight of our overseas training programmes. These can be delivered for our clients anywhere in the world.

* The successful applicant is not expected to be knowledgeable or be able to deliver on all topics, but to be able to contribute to the effective running of each programme, delivering on topics in which they are appropriately qualified.

Location of the role: Ideally the post holder will work from our offices in the UK, near Brighton.

Whilst we will accept applications from people not in the area, the ability to attend our offices regularly will be considered advantageous.

The successful candidate will be required to travel occasionally within the UK to client offices, and overseas, to deliver training programmes.

About You: The ideal applicant will be a dynamic, intuitive, innovative and entrepreneurial character, able to design and deliver creative, immersive and high impact digital and face-to-face learning experiences to a range of stakeholders with highly diverse backgrounds and experiences.

They will be confident to work alongside senior members of client staff and communicate aims and ideas to a range of audiences and be comfortable working within a small, dynamic team.

They will be self-motivated and able to organize their own workload over multiple simultaneous projects. They must be willing to undertake work related travel.

We are interested in receiving applications from individuals with varied backgrounds and experiences. If in doubt - apply or get in touch!

Personal Specification

Essential

- Experience working in the NGO or Academic research sector, or relevant comparable international experience;
- Demonstrable experience facilitating adult learning;
- Experience of delivering online and webinar-based trainings;

- A strong grasp of adult learning methodologies, learning cycles and participatory methods of learning;
- Experience in the development and/or customisation of digital/face-to-face training methodologies and content, including learning objectives, agenda development, exercise and simulation development, facilitator notes and presentations;
- An understanding of the human aspects of security, field resilience techniques and psychological first aid;
- Outstanding organisational skills and attention to detail;
- Outstanding interpersonal and relationship management skills;
- Customer service focus and entrepreneurial attitude;
- A high level of IT literacy;
- A valid UK drivers' license and experience operating manual and automatic vehicles.

Advantageous

- Adult training or teaching qualifications;
- First Aid Training qualifications;
- Experience working in the field of Gender or Diversity;
- Experience working with digital learning platforms (Moodle, Canvas, Totara, or others)
- Experience designing and developing e-learning programmes;
- Ability to deliver training in French or Arabic.

Compensation Package and Benefits

- The starting salary for this role is £41,600.
- Employer pension contributions
- Enhanced starting annual leave allowance of 25 Days plus Bank Holidays plus additional leave benefits accrued in line with length of service
- Flexible working hours (core hours 10am-4pm)
- Generous Time Off In Lieu (TOIL) policy
- Personal development plans

Recruitment process

If you have any specific queries about the role or about us, please email leandro.nagore@locationsafety.com

If you would like to apply for this position, please send your CV with a covering email/letter to info@locationsafety.com stating "Recruitment: Digital Training Officer" on the subject line.

Only shortlisted candidates will be contacted and will be invited to interview.

We can only accept applications from individuals who have the right to work in the UK.