

LEARNING AND DEVELOPMENT OFFICER (Fixed term, full-time, 12 months, remote)

A unique opportunity to contribute to a meaningful cause by strengthening the quality, consistency, and accessibility of CISV's peace education work worldwide. If you are motivated by learning design, systems-building, and collaboration across diverse stakeholders, this role is for you.

We are seeking a Learning & Development Officer to lead and support two priority areas during a defined 12-month period of organisational development. The role focuses on completing outstanding curriculum review work, advancing the implementation of CISV's Training Strategy, and strengthening CISV's peace education resources and tools.

This role is time-bound and outcome-focused, designed to help CISV consolidate and embed learning systems that support safe, high-quality programme delivery across the organisation.

ABOUT YOU

We are looking for a collaborative, structured, and delivery-focused learning professional who enjoys working at the intersection of education, strategy, and implementation.

You are comfortable coordinating complex work with committees, volunteers, and staff, and you understand how to balance educational integrity with practical delivery in a global, volunteer-led organisation. You can move work forward, close loops, and translate ideas, research, and strategy into usable learning products.

You are motivated by equity and accessibility in education and care deeply about safeguarding, quality learning experiences, and enabling others to deliver peace education with confidence and consistency.

ROLE SUMMARY

The Learning & Development Officer will support the organisation during a defined 12-month period by delivering two priority bodies of work:

- Completing the curriculum review for remaining CISV programmes (4)



- Developing and launching online, in-person, and hybrid training in line with the CISV Training Strategy

The role works closely with volunteer committees and key stakeholders to ensure learning materials, training approaches, and frameworks are aligned, accessible, and ready to be embedded across the organisation.

ABOUT CISV

Our mission is straightforward: to educate and inspire action for a more just and peaceful world - through building inter-cultural friendship, cooperation and understanding in our peace education programmes. Founded 75 years ago, today we are a federation of over 60 National Associations with over 200 Chapters or local groups. Through our innovative, non-formal 'learning by doing' programmes we help our young participants develop to their full potential as future leaders and active global citizens, to make a difference in their communities and the world.

THE POSITION WITHIN THE ORGANISATION

You will report to the Senior Management Team.

KEY WORKING RELATIONSHIPS

- Senior Management Team
- Risk Management and Safeguarding Team
- Programme and Operations Team
- Finance and Administration Team
- Global Communications team (as needed)
- Volunteers: Education and Research Committee, Training Committee, Risk Management and Safeguarding Committee

KEY RESPONSIBILITIES OF THIS POSITION

The main area of responsibility include:

Curriculum Review

- Advanced the development/redevelopment of programme curriculum which guides participant experiences, within Step Up, Youth Meeting, and Seminar Camp, Mosaic
- Coordinate inputs, feedback, and revisions with the Education and Research Committee
- Support documentation, version control, and readiness of reviewed curricula for organisational use

Training Strategy Implementation

- Support the development and launch of training curricula and online training in line with the CISV Training Strategy
- Contribute to the design and rollout of:
 - Role-based leader and staff training
 - Improved safeguarding and risk management training



- Updated Train-the-trainer delivery model
- Work with the Training Committee and other stakeholders to ensure training materials are usable, accessible, and scalable
- Support planning, coordination, and evaluation of training development and delivery milestones

Cross-cutting responsibilities

- Work collaboratively with volunteers and staff across regions and time zones
- Support clear documentation, structure, and handover of materials
- Ensure work is delivered within the defined timeframe and scope of the role

COMPETENCIES

(E = essential; D = desirable)

You have a proven commitment to inspiring people for a better world. You are a professional who is willing to learn and grow in a multi-cultural environment and can manage multiple priorities at the same time with guidance. In this role you will work with people across close to 60 member associations and will require excellent organisational and intercultural skills.

We value diversity and promote equality. No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application.

Attitude

- A strong sense of responsibility and accountability (E)
- Attention to detail (E)
- Team-oriented and collaborative approach (E)
- Proactive, calm, solution-focused (E)
- Commitment to diversity and inclusion (E)
- Share the values of the organisation: friendship, inclusiveness, enthusiasm, engagement and cooperation (E)

Skills

- Experience in learning design and curriculum development (E)
- Ability to create experiential, activity-based learning experiences aligned with CISV's educational approach (E)
- Ability to manage complex projects with multiple stakeholders (E)
- Ability to design learning for in-person, virtual, and blended delivery, including asynchronous online learning (E)
- Interpersonal skills and the ability to communicate with different levels of the organisation e.g. young people, adult volunteers, staff etc across the world and in a multi-cultural context (E)
- Ability to work asynchronously and manage multiple priorities (E)
- Strong written communication and documentation skills (E)
- Ability to translate strategy and research into practical learning tools (E)
- Strong English verbal and written communications skills, and ability to communicate effectively with non-native speakers of English (D)
- Ability to develop and revise facilitator guides, lesson plans, and training packages/resources (E)
- Experience working with committees or volunteer structures (D)



Knowledge

- Knowledge of curriculum and instructional design principles for non-formal education settings (E)
- Knowledge of CISV rules and procedures or willingness and curiosity to learn them (D)
- Knowledge and understanding of administrative best practices in the organisation (D)
- Knowledge of Experiential Learning theories as applied to youth programmes and adult learning contexts. (E)
- An understanding of volunteer needs and ability to work well with volunteers (D)
- Knowledge of learning design approaches for multi-lingual and culturally diverse audiences (D)
- Knowledge of safeguarding principles in learning and training environments (D)
- Knowledge of online and blended learning design principles, including LMS-based delivery (Articulate/Rise) (D)

HOURS AND LOCATION

Full-time, fixed-term, contract for 12 months.

The role is fully remote. Some meetings will be held at set times.

As CISV is an international, volunteer-based organisation, flexibility is important as some very specific work will need to be carried out in the evenings and weekends. Our busiest programme season is June to August.

The position will be remote. We will prioritise candidates with a worldview and multicultural experience.

SALARY AND BENEFITS

The salary will be agreed and depending on skills, schedule, location and experience.

We value diversity and promote equality. We encourage and welcome applications from all sections of society and are happy to discuss reasonable adjustments and additional arrangements as required to support your application.

HOW TO APPLY

Please send a copy of your CV and cover letter to recruitment@cisv.org no later than 8 March. If you would like to discuss the role, please contact Agustín Cuadra at agustin.cuadra@int.cisv.org

