



Overview of Role

As an International Trainer, you are responsible for delivering high-quality training to a diverse audience of volunteers, which may include leaders, staff, board members, and Chapter volunteers.

You will deliver training within your defined area of experience through in-person, online, and/or virtual formats. Additionally, you will collaborate with the Operational Committees and other members of the Regional Team to ensure that the training content and delivery approach remain current and effective.

This role supports the organisation's mission to equip volunteers with the necessary skills and knowledge to excel in their roles.

Key Responsibilities and Tasks

- Delivering CISV International endorsed training in-person (at Regional Training Forums and custom trainings) or online/virtual, in your area of experience
- Assessing, supporting, and providing feedback for trainees to ensure clear understanding of the content material and providing feedback to the appropriate individual(s) where additional support is required or concerns are identified
- Providing feedback on curriculum effectiveness, learner experience, and suggested improvements to the Training Committee.
- Contributing to the development of new and updated curriculum and training resources.
- Staying current with training methodologies, technologies, and trends relevant to the training area.
- Adapting delivery techniques and sessions to meet the needs of different learners without altering core learning outcomes.
- Offering insight into course effectiveness and suggesting improvements based on trainee feedback and personal observations.
- Completing any required administrative tasks, such as collecting trainee feedback, reporting attendance, and submitting completion/assessment results.
- Adhering to and supporting the M-01 Training Policies & Procedures
- Participating in or supporting relevant Working Groups as needed

Time commitment

Holder of this role is a member of the Regional Team so the information about terms and time commitment are outlined in the TERMS OF REFERENCE: Regional Support Structure document.

Reporting Structure

The responsibility for oversight and support for of this role lays with the respective to the region Regional Manager.

Working Relationships

As part of the Regional Team, you will be working closely with other members of the team, particularly the Event Logistic Supporters and Member Support Coordinators, and report to the Regional Manager.

Key Competencies

Attitude:

- Friendship: finds common bond and is kind to others; displays positive communication, empathy and openness to new perspectives
- Cooperation: works together and support others towards the common goal; is supportive, goal orientated, respectful to other contributions and accountable
- Enthusiasm: brings energy and passion to everything we do; is motivated, have positive attitude, demonstrates self-care and creativity
- Engaged - shows up, participates, and learns with a positive attitude; is committed and approachable, proactive, available, prepared, and reliable.
- Inclusive – is open, accepts and respects others; creates safe and inclusive environment for all, actively seeks diversity and appreciates other perspectives

Skills:

- Strong facilitation and communication skills, with the ability to engage and motivate diverse groups.
- Strong organisational and time management skills to handle multiple training engagements during a season, if required.
- Ability to conduct live virtual training via platforms like Microsoft Teams, ensuring a smooth and interactive learning experience.
- Ability to analyse and evaluate evidence
- Ability to think creatively
- Ability to follow risk management regulations, identify risks and suggest mitigations
- Competency in using Learning Management Systems (e.g., eLearn) for asynchronous course delivery.

Knowledge of:

- Understanding of CISV's mission, vision and values
- Knowledge of CISV International policies and procedures, particularly in relation to training offer and training curriculums
- Knowledge of CISV structure at the local, national, and international levels
- High awareness of Diversity, Equality, Inclusion and Belonging
- Understanding of Risk Management and Safeguarding regulations and approaches
- Understanding of curriculum and instructional design principles to support content creation and revisions.

Experience of:

- Minimum of three years of volunteer experience with CISV, including any volunteer roles, including JB
- Proven experience in the role which is relevant to the subject knowledge area, i.e. programme or area of training delivery. This can vary by candidate but will typically involve multiple years of experience in varying roles with increasing levels of responsibility within their area of training
- Experience of training design, delivery and evaluation

Training required:

- To be able to perform in the role of a Trainer, you must ensure you are continuously meeting the following requirements:
- Certified to deliver CISV training as per requirements outlined in M-01 policy
- Co-trained in the subject area under the guidance of an experienced trainer
- Current CISV safeguarding certification as outlined in the Safeguarding Policy

Other requirements:

- Recruitment and safety checks
- Volunteer Agreement and Code of Conduct