

Overview of the role

Volunteer training is a key vehicle on how CISV supports our community to ensure knowledge, skill and competence to run an Association or deliver a programme. As a member of the Learning Design Team, you will be volunteering and supporting the work of the Training Committee to design, develop, and maintain online learning courses for CISV's global volunteer community. You will contribute to the progressive implementation of CISV International's Training Strategy by creating accessible, engaging, and effective learning experiences that reflect CISV's values and educational approach

You are a creative, learner-centered contributor with an interest in education, instructional design, and/or digital learning. You bring a collaborative spirit and a genuine commitment to CISV's mission of building global friendship and peace. This role warmly welcomes both experienced learning designers and those who are developing these skills. We welcome students working on building portfolios of their work

Responsibilities

Curriculum Design and Planning

Contribute to the design and continuous improvement of CISV's online training curricula by helping define learning outcomes, learning pathways, and the overall structure of training programmes. Ensure learning resources align with the CISV Training Strategy, educational approach, and organizational priorities.

Learning Design

Apply instructional design principles to create engaging, learner-centred online learning experiences that support a diverse global volunteer audience. Recommend appropriate learning activities, assessments, and instructional approaches that promote meaningful learning.

Content Development

Develop and adapt online learning content, including text, scenarios, activities, assessments, facilitator guidance, and supporting resources. Work collaboratively with subject matter experts to translate knowledge and experience into effective learning materials.

Quality Assurance and Content Review

Review and update existing learning resources to ensure they remain accurate, relevant, accessible, and consistent with agreed quality standards. Contribute to peer review processes and support continuous improvements across the CISV curriculum.

Project Collaboration

Work collaboratively with Training Committee members, subject matter experts, reviewers, translators, and other volunteers throughout the design and development process. Contribute ideas, share expertise, and support project timelines and agreed deliverables.

Evaluation and Continuous Improvement

Consider learner feedback, facilitator observations, and evaluation results to identify opportunities for improving learning resources and the overall learner experience. Support ongoing enhancement of CISV's global training programme

Accountability

Team members are responsible to and managed by the Training Committee chair

Working relationships

- Training Committee
- Subject Matter experts
- CISV International IT
- CISV Members and other volunteers (reviewers)

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:

- Ability to communicate with globally dispersed groups
- Ability to work with others and contribute to the team success
- Ability to plan and manage projects
- Ability to analyse and evaluate evidence
- Ability to think creatively
- Ability to network with CISV International, the International Office, and stakeholders in the region and other regions
- Ability to write clear, concise instructional content for an international audience
- Skills in structuring learning content logically — learning objectives, activities, and assessments
- Ability to give and receive constructive feedback on learning materials
- Basic visual or graphic design sensibility is an asset but not required

Knowledge of:

- Basic knowledge of CISV and how we operate as a volunteer-led organisation
- Foundational understanding of instructional design or adult learning principles (formal qualification not required — self-taught or on-the-job experience very welcome)
- Understanding of how training and learning design supports organisational development in a volunteer context
- Understanding of the diverse cultural and linguistic backgrounds of CISV's global volunteer community
- Understanding of accessibility considerations in online learning design
- Appreciation of the volunteer context — content must be practical, time-efficient, and motivating
- Understanding of the complexities of communicating in English as a second language
- High awareness of Diversity, Equality, Inclusion and Belonging

Experience:

- Familiarity with online learning formats and platforms (e.g. SCORM, HTML5, LMS environments) is an advantage
- Understanding of how non-formal education and experiential learning principles apply to volunteer training
- Experience with or willingness to learn e-learning authoring tools (e.g. Moodle, Articulate Rise, or similar platforms)
- Familiarity with video or multimedia content creation is an advantage

Training:

Relevant training (either via face-to-face, virtual, documents such as policies, procedures and guidelines, etc.) will be provided during the onboarding process and throughout the process of volunteering, to ensure that the role holder is confident and competent to perform in their role.

Other requirements:

Recruitment and safety checks

Volunteer Agreement and Code of Conduct