



Training Strategist, National Aftercare Development (Fixed-term)

Who We Are

International Justice Mission (IJM) is the global leader in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

We are a global community that cares for one another. We believe that the way we work is as important as the results we achieve. We provide professional excellence with joy and celebration to all those we serve.

The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. 9 out of 9 times in the last decade, IJM's Justice System Strengthening Projects have reduced slavery and violence between 50 and 85% for very large populations of people in poverty. As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking a Training Strategist to support the National Aftercare Development (NAD) Training function through administrative duties related to the delivery of training programs. This role maintains and manages online and in-person events and schedules from the activity calendar of the training team. This position also serves as the point of contact of the Department of Social Welfare and Development Central Office (DSWD) and other stakeholders for any training related needs and concerns of the team, including but not limited to organizing a meeting, assisting in the actual conduct of the training, and distributing instructional materials. Part of the functions are training facilitation, communication of event related reports and preparation of training and expense reports.

This position is based in Manila, Philippines and reports to the Director of Aftercare.

Responsibilities

- Arrange the necessary logistical support for various training events and activities
 - Lead the logistical preparations and management before, during, and after the training and related events;
 - Coordinate with IJM National and Field Office teams and external partners;
 - Safekeep training materials and equipment;
 - Facilitate payment requests, reimbursements, and liquidations for the team;
 - Facilitate travel requests for the training team;

- Liaise with DSWD Central and Regional Offices, Local Government Units, and other partners for training related activities
 - Facilitate sending of the necessary correspondences to DSWD Central and Regional Offices, Local Government Units and other partners for training and related activities and make essential follow-up when needed;
 - Schedule and document the minutes of meetings;
 - Produce and submit periodical reports on the coordination made;
- Assist in the actual delivery of training
 - Help monitor the orderliness of the overall event;
 - Serve as co-facilitator when needed and appropriate;
 - Assist in documenting the event;
- Support the training team through the document and information distribution, report collation, and communication assistance
 - Assist in preparing the necessary training materials and documents needed for meetings;
 - Help in the distribution of relevant information to partners;
 - Assist in collating information or data for report preparation;
- Serve as a digital learning trainer
 - Train facilitators on how to effectively and efficiently use the learning management system;
 - Collaborate with the team members in creating relevant training materials related to the effective and efficient use of the learning management system;
- Maintain the online training platform
 - Serve as technical support to participants of the online training to ensure ease of user accessibility with the system and software;
 - Liaise with the LMS consultant and other experts for technology related issues;
 - Safekeep the online tools and equipment;
- Represent the team in selected partners and working group meetings and events
 - Represent the team in the internal administrative meeting when necessary;
 - Attend meetings with partners as needed;
- Support the monitoring and evaluation process of training related activities
 - Help track the aftercare training indicators;
 - Assist in tool development and maintenance;
 - Coordinate with Manila and Cebu Field Office Aftercare teams on training-related data entries;
- Assist in the administration of monitoring and evaluation tools including the administration of pre and post tests and collation of results;
- Perform other related duties and tasks assigned by the National Aftercare Development Director; and
- Participation in IJM's community of spiritual formation.

Qualifications:

- Graduate of any social science course;
- Minimum of 2 years experience in conducting or assisting in trainings;
- Experienced in training facilitation and management;
- Knowledgeable and experienced in digital learning are preferred;
- Mastery of the Microsoft Suite, Zoom, and other meeting/training platforms;
- Familiar with online training management and facilitation;
- Familiarity with training equipment (overhead projector, clicker, sound systems, etc.);

- Recording, documentation, SLEs, FGDs, etc.; and
- Well-versed in researching training modalities.

Critical Qualities:

- Eager commitment to IJM's Core Values: Christian, Professional and Bridge-Building;
- Self-starter with strong initiative;
- Disciplined with priorities;
- Strong interpersonal skills and self-awareness;
- Exceptional verbal and written communication;
- Flexible, collaborative and eager to support others;
- Effective team player who fosters collaborative environment; and
- Adept at creative problem solving.

Application Process:

Please submit your updated Resume, Cover Letter, and Statement of Faith* in one PDF document to phpeoplesupport@ijm.org on or before 4 October 2024.

****What is a statement of faith?***

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Ethics. Candidate selection is based on technical competence, recruitment, selection and hiring criteria subject to assessing the candidates value congruence and thorough background, police clearance, and reference check processes.

IJM requires a background check, police clearance and thorough review of references with an employment offer and/or employment contract.