

**Position: Learning Design and Delivery Lead**

**Team:** Philippines Academy Centre

**Location:** Cavite and Manila Philippines

**Contract Type:** One year with possibility of extension

**Salary:** Candidates to submit remuneration expectations with application

**About us**

The Academy is a new global start up organisation whose mission is to empower people around the world to prepare for and respond to crises in their own countries. The Academy Centre in the Philippines will work with organisations from across the not-for-profit, public, private sector and universities to help local communities across the Philippines to become more resilient in the face of disaster. This will be achieved by promoting and developing existing and new humanitarian response focused learning and development opportunities.

**About the role**

As Learning Design and Delivery Lead, you will work closely with the Philippines Academy Centre Director.

**Responsibilities include:**

- Lead on the development and implementation of the Academy Centre's Learning Strategy.
- Conduct insightful learning needs analyses, develop appropriate tools and materials (facilitator guide, participant workbooks, and learning aids, etc.) and deliver targeted learning interventions.
- Lead on project planning of learning design activities, to ensure resources are allocated in advance and work is in line with overall Academy Centre's strategic plan, initiatives and priority deliverables, with milestones created and progress tracked.
- Work with the Global Academy Office (GAO) Learning Team in London for content development efforts by engaging key stakeholders in designing and developing contextualised learning solutions.
- Ensure that learning programme templates on a local level are effectively utilised by managing the Centre's online learning methods, working with GAO Learning Programmes Manager and Learning Design Manager.
- Work with GAO Digital Planning Manager in determining the best way to leverage the Academy digital platform, authoring tools, collaboration tools, mobile learning, offline course access, and other technologies to meet the needs of the audience by providing accessible, usable and contextualized solutions.
- Provide guidance over the Academy Centre staff in the utilisation of relevant digital access methods and tools.
- Source and engage key resources required for curricula development including Subject Matter Experts, Volunteers, Partners, Vendors, and Content Advisory Group members. Ensure involvement of experts is in acceptance and adoption of courses and other learning solutions.
- Work closely with the GAO Humanitarian Learning Manager to engage global humanitarian partners.

- Coordinate with GAO Monitoring & Evaluation Manager in the design, development and operationalisation of measurement approaches to evaluate the effectiveness and impact of the Academy Centre's learning investments and resources.
- Serve as an innovative change agent for continuous improvement in the Centre through improved/enhanced learning methodologies and technologies, and writing report on lessons learned.
- Provide project and account management support for the Centre's existing projects and programmes.

## Requirements

### Minimum:

- Bachelor's degree or above, significant equivalent management experience, in a relevant subject.
- Able to clearly articulate rationale for learning approaches based on sound learning science, adult learning principles, interoperability standards, and web accessibility standards.
- Relevant project management knowledge, skills, tools and techniques to support projects from initiation to project delivery.
- Extensive and varied experience in a senior management role in a learning and development function, preferably from a variety of sectors.
- Proven results in establishing new learning initiatives and programs including governance, policies, processes, and procedures to a variety of audiences
- Expert in Instructional Design and Curriculum Development using newer methods and tools including e-learning, virtual classroom, knowledge sharing, social learning tools, and mobile learning.
- Solid working knowledge and experience of dealing with operations, vendor management, and service contractors.
- Demonstrable experience of developing and delivering learning solutions, with above average operational understanding of contextualising activities.
- Relevant senior professional experience in humanitarian aid (DRRM).

### Preferred:

- Experience working with learning management systems and content authoring tools
- Proven experience of working as part of a multi-disciplinary team and an ability to understand and negotiate complex organisational structures
- Experience developing/implementing M&E approaches on learning or other platforms.
- Good understanding of the international and local humanitarian system and relevant networks.

### Personal attributes:

- An instinctive analytical and strategic thinker
- Skilled in consulting with a wide variety of stakeholders to help them collaborate and move forward

- High levels of personal resilience to thrive and create direction in ambiguous and unstructured environments
- An excellent problem solver who sees opportunities in issues
- Superior verbal and written communication and presentation skills who can adapt style and content to
- achieve results in a variety of contexts
- Passion and energy to work in pursuit of delivering the mission of the Academy Centre and making a reality of true collaboration

**Conditions of Employment:**

- Must possess a valid authorization to work in the Philippines
- Must submit a contact information for 3 professional references and pass a background investigation
- Must be willing to travel throughout the country on a frequent basis to meet with and provide training to partners or to travel out-of-the country when required
- Must be flexible and able to fit our culture, based on our organizational values.

**To apply:**

Please send a cover letter and resume outlining your skills and experience to [humanresources@iirr.org](mailto:humanresources@iirr.org) or [j.mendoza@humanitarian.academy](mailto:j.mendoza@humanitarian.academy). Your cover letter should explain why you would be an excellent Learning Design and Delivery Lead for the Academy.

**To ensure consideration:**

Review of applications will begin immediately and continue until the position is filled.