LEARNING & DEVELOPMENT OFFICER: JOB DESCRIPTION

TITLE: Learning & Development Officer

REPORTS TO: Learning & Development Manager

CONTRACT: Permanent

HOURS: Full time, 35 hours per week.

LOCATION: Based in central London.

SALARY: £27,000 per annum

ABOUT A4ID

A4ID is the leading global charity that believes the law can and should be used more effectively to eradicate global poverty.

A4ID brokers free, legal support for organisations fighting to eradicate global poverty and working toward the Sustainable Development Goals. We closely match the unique requirements of each of our change-makers with the varied skills and expertise of our legal partners from top law firms. Through us, NGOs, social enterprises, community-based organisations and developing country governments can access the highest quality legal support - all for free.

Through a range of courses, publications and events, A4ID operates as a knowledge and resource hub for lawyers, academics and NGOs exploring how the law can be better used to achieve the SDGs. We also generate and share knowledge and lessons learned on what works in the international legal pro bono sector and we deliver trainings to improve legal assistance in international development.

A4ID also manages the Rule of Law Expertise programme (ROLE UK), funded by the Department for International Development (DFID), a unique collaboration between the UK government, judiciary and lawyers to support long-term and strategic peer-to-peer partnerships seeking to strengthen the rule of law in developing countries.

PURPOSE OF THE ROLE

The post holder will support, and will be formally supervised by, the Learning and Development Manager. The Learning and Development team is responsible for the successful delivery of A4ID’s knowledge hub and learning activities, in close collaboration with the A4ID’s other teams.

1. A key focus of this role is to ensure the effective delivery of successful training programmes in the UK. The Learning & Development Officer will support the Learning & Development Manager to deliver these learning activities to the high standard A4ID has maintained. The role will involve supporting a range of well-established training programmes aimed at legal and development professionals:
   a. The law and development training programme, which highlights the role that the law and lawyers can play in international development, with a focus on the Sustainable Development Goals;
   b. One-off training sessions and workshops for NGOs on specific legal issues, in coordination with the Pro Bono Legal Services team;
c. Workshops on development approaches for the judicial and legal sectors to improve the development impact of their pro bono international work, in coordination with the ROLE UK programme management team;

d. Business and Human Rights trainings for UK-based law firms, as the opportunities arise;

e. New learning programmes and products, as the opportunities arise.

2. The Learning & Development Officer will support A4ID’s training programmes abroad. A4ID has developed a training programme focussed on the UN Guiding Principles for Business and Human Rights targeted at law firms in East Africa and South Asia. The post-holder will work in close collaboration with A4ID’s Project Leads based in Nairobi and Delhi. The post-holder will support the Learning & Development team in identifying new opportunities and will support the organisation, delivery and monitoring of the Business and Human Rights activities abroad, including coordinating with the ROLE UK management team when these activities are funded and supported by the ROLE UK programme.

3. The Learning & Development Officer will support the administration and delivery of A4ID’s events:

   a. The knowledge groups, a range of sessions offering a platform for discussing issues at the intersection between law, development and human rights, organised in collaboration with our law firm partners;
   b. Events on the interaction between the law and the Sustainable Development Goals;
   c. Coordinating events that bring together the UK pro bono legal sector and stakeholders of the rule of law development space;
   d. Other events, as the opportunities arise.

4. The Learning & Development Officer will support A4ID’s thought leadership strand of work and will be closely involved in policy and research work conducted by A4ID and its legal and development partners, notably in the fields of

   a. Sustainable Development Goals and the Law;
   b. Business and Human Rights;
   c. Briefings, blogs, methodological guides, and stories of change aimed at generating and sharing knowledge and lessons learned on what works in the rule of law development space.

   The Learning & Development Officer will work closely with the Communications team to promote the use of and raise the profile of A4ID’s guides and publications.

5. Where necessary, the Learning and Development Officer will identify the need for external consultants to assist the delivery of learning and thought leadership outputs and activities and will support the recruitment and monitoring of these external consultants.

6. The Learning and Development Officer will support the design and delivery of best practices MEL (monitoring, evaluation and learning).
KEY RESPONSIBILITIES

TRAINING PROGRAMMES AND ACTIVITIES

• Supporting the design and delivery of A4ID’s training programmes and activities (Law and Development Training Programme, Trainings for NGOs, ROLE UK workshops, BHR trainings).
• Monitoring and evaluating each training session to ensure the highest quality for participants.
• Managing all logistics (venues, trainers, participants…) of the Law and Development Training Programme.
• Managing budgets of the Law and Development Training Programme.
• Supporting the development of new learning programmes and products.

INTERNATIONAL PROJECTS

• Supporting A4ID’s Project Leads in East Africa and South Asia in designing and delivering Business and Human Rights trainings in these regions.
• Mobilising relevant expertise in the UK to deliver these trainings.
• Supporting the Monitoring and Evaluation of these training sessions.
• Coordinating with the ROLE UK management team when these activities are funded and supported by the ROLE UK programme.
• Project managing the delivery of funded international projects as appropriate.
• Managing administration and logistics for the BHR Programme for UK based law firms as opportunities arise.

EVENTS

• Planning, managing and delivering Knowledge Groups and other events in close collaboration with legal partners.

THOUGHT LEADERSHIP

• Undertaking research and supporting the production of guides and publications on topics involving law and development.
• Undertaking background research and supporting production of stories of change, programme briefing papers and other papers based on the partnerships and assignments supported by the ROLE UK programme.
• Promoting the use and raising the profile of A4ID’s thought leadership outputs.

E-LEARNING AND ONLINE MATERIALS

• Supporting the development of e-learning modules and materials as the need and opportunities arise.

EXTERNAL CONSULTANTS

• Supporting the selection of external consultants and monitoring their work as the need arises.

CROSS-CUTTING
• Managing the Learning and Development Volunteers, supervising work and ensuring support in all tasks.
• Contributing to A4ID’s business development by scoping out additional opportunities of funding and, as opportunities arise, drafting applications for external funding.
• Contributing to developing best practices of monitoring, evaluation and learning.
• Undertaking other work as directed by the CEO and Learning and Development Manager.

SKILLS AND EXPERIENCE

ESSENTIAL:

• A Master’s degree in a relevant subject.
• Knowledge and/or experience of international development.
• Experience of training programme and/or events management.
• Excellent organisation skills and ability to prioritise and manage workloads effectively.
• Excellent written and oral communication skills.
• Ability to build and develop strong relationships at all levels, with a variety of actors of different cultural backgrounds.
• Comfortable both working independently and closely within a small team.
• IT proficiency including knowledge of MS Office and an ability to learn new software.
• Commitment to A4ID’s vision and mission and the efforts towards the Sustainable Development Goals.

DESIRABLE

• Knowledge and/or experience of the law.
• Experience working within or with the legal profession.
• An interest and commitment to rule of law and access to justice issues.
• Knowledge and/or experience of monitoring and evaluation approaches and tools.
• Experience of project management in the international development sector.
• Experience of working with budgets and financial reporting.
• Experience of producing copy for websites and print publications.
• Working knowledge of Salesforce.

TO APPLY

All applications are to be made by way of the Application Form.

Completed application forms should be returned to roleuk@a4id.org no later than 09:00 (BST) on Monday 14th October 2019. Applications received after the closing date may be considered at the discretion of A4ID.

Interviews will take place in London on Monday 21st October 2019.

If you have any queries about the role, please email thomas.istasse@a4id.org.