Job Description and Person Specification

RedR and the work we do

Each year millions of people around the world are affected by natural disaster and conflict. RedR is the leading training and recruitment charity working in the area of international disaster relief. We provide training, consultancy and support to relief organisations and their staff around the world, improving emergency response and assisting people affected by disaster. Through building skills and training people in countries where disasters occur, we make a lasting impact on the ground. We recruit experienced relief workers following major global emergencies and advise potential new relief workers, ensuring skilled professionals are always available to respond.

RedR has recently combined their knowledge and skills with Bioforce to create the DRSS – Disaster Response Support Service (DRSS) initiative to improve the capacity of humanitarian staff and their agencies to respond to the emergency in Haiti.

Job Description

Main Duties and Responsibilities:

- Convene and deliver training events in a variety of technical subjects as appropriate (e.g. WASH, Shelter, SPHERE etc). Most training events are to be based on existing curricula, but as a trainer you would be responsible for incorporating contextual information and developing methods appropriate to the context.
- Be able to respond to a wide variety of learning and development functions including coaching and mentoring on the job for response staff.
- Conduct field based situation, risk and training needs assessments prior to the planning and implementation of the general training schedule. Maintain all relevant training materials and translations.
- Ensure quality and consistency across the full scope of learning activities implemented by the programme.

Job title: Technical Trainer

Date reviewed: April 2010

Purpose: To develop and lead on technical training (WASH, Shelter, SPHERE etc) for the RedR/BioForce Disaster Response Support Service (DRSS) programme within Haiti in response to the earthquake of January 2010.

Responsible to: Country Director

Working with: DRSS Haiti Training Co-ordinator, other trainers, UK or France based Learning and Development Staff and Operations staff.

Responsible for: No direct reports but possible coordination of the work of local facilitation staff

Location: Port-au-Prince, Haiti

Redr uk

helping rebuild lives in times of disaster
Carry out course monitoring and evaluation, by ensuring the collection of completed participants course reports and completion of a training report at the end of each event.

Market the training activities to the potential beneficiary organisations

Other primary tasks

Any other tasks or duties as required by the line manager or the organisation.

Achievement Indicators

Training/facilitation is carried out in a professional and well organised manner that reflects the RedR/Bio force expertise in training facilitation.

All training is completed according to the established training schedule.

Course reports and training data is passed to the Country office in a timely fashion and all monitoring and evaluation is followed through.

Activities are marketed to all agencies through a variety of channels

Support to the project staff is provided

Cooperation with other relevant staff maintained

Person Specification

Essential

Solid skills/experience in one or several of the priority areas for learning activities: WASH, Shelter, SPHERE etc

Solid experience in field of training in humanitarian related subjects

Proven record of excellent people skills, including good communication and interpersonal skills

Understanding and experience in facilitation of training in foreign cultures.

Commitment to humanitarian relief and knowledge of the sector

Excellent computer skills, with good knowledge of Microsoft Office applications

Sensitivity to cultural differences and the ability to work in a challenging and complex humanitarian situation.

Good written and spoken English and French

Contract Terms

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<tr>
<th>Post</th>
<th>Full-time</th>
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<tbody>
<tr>
<td>Period</td>
<td>Fixed term until end of July 2010. Extensions may be possible subject to funding and performance.</td>
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<tr>
<td>Accompanied Status</td>
<td>Unaccompanied</td>
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<tr>
<td>Salary</td>
<td>£23,340 per annum plus £2,200 per annum hard to work allowance. Daily living and accommodation expenses covered</td>
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<tr>
<td>Other</td>
<td>Accommodation provided and other benefits.</td>
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Expectations, Authority and Accountability

What we expect of you

Tasks
In a professional and diligent manner, to carry out the work specified in this job description and the specific tasks as agreed in the annual plan and reviewed periodically with the line manager.

**Team**
- To work as part of the staff team to achieve our organisational goals.
- Communicate regularly with key colleagues through regular reporting, by email, phone and occasional face-to-face meetings.

**Individual**
- Adhere to our principles and values.
- Maintain and develop your own effectiveness, including taking responsibility for your health and general welfare and investing in your own professional development as it relates to our vision and mission.
- Be prepared to adapt to the changing environment that we, as a developing organisation, may experience.
- Bring to our attention issues of concern that could affect our ability to achieve our objects, including our support of you in your own role.

**What you can expect of us**
That we act as a good employer and provide:
- A salary and benefits package that is fair, competitive, affordable and in keeping with RedR and Bioforce’s charitable status.
- Reasonable resources to do your job (office, equipment, budget etc), within our constraints.
- Good induction, ongoing support and appraisal (including financial and time resources for your own professional development) from your manager.
- Support and teamwork from your colleagues in a lively and professional atmosphere.