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# Training Strategy and Delivery Lead

## Job Description



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### About the role

As Training Strategy and Delivery Lead you will play a key role in the strategic development of INTRAC's training offer and overseeing the effective delivery of INTRAC's training service.

This is a senior post which has responsibility for oversight, funding, and development of INTRAC's ambitious training programme. Working with INTRAC's training team, staff, global network of practitioners and partners, you will maintain, design and deliver a portfolio of training courses that contribute to more resilient and impactful civil society organisations, building practitioner skills, and align with power shifts within the sector.

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### Role context

INTRAC has 30 years of experience delivering quality training courses and programmes to the international development sector. Our training services are well known and respected, focusing on our core areas of expertise including Monitoring, Evaluation and Learning, organisational development, advocacy and policy influencing for civil society. We are at an exciting juncture as we look to develop our training offer in line with movements to decolonise, shift power and localise in the sector, while continuing to offer quality open house and bespoke training to practitioners and policymakers around the world.

Training is core to what INTRAC does, as we believe it has a central role in strengthening the capacity of civil society actors to be more effective in their work – whether this is in how they design and develop organisational strategy and programmes, how they understand change and make sense of learning, how they act as leaders and develop their own practice; or how they establish equitable partnerships and collaborate with others.

INTRAC works at the intersection of global partnerships – engaging with the staff and offices of INGOs and funders in the global north, and a wide range of civil society actors in the global south. Our training offer responds to these two primary audiences, focused on how to develop in both these arenas, as well as how to work effectively together. As we look to the future, we are clear that what we train on, and how we develop and deliver that training must align to and help us to deliver our ambition of strengthening the practice of shifting the power. This role is central in enabling INTRAC to think through what this means in practice: developing partnerships, building our network of trainers, and mobilising resources to implement this vision.

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### Location

This is a remote working position. International travel may be required, along with occasional travel to INTRAC together days and team meetings.

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### Reporting to

Director of Consultancy, Impact and Influence

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## Responsible for

Senior Training Coordinator

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## Salary

£38,000 - £40,000 pro-rata

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## Hours/days per week

Permanent contract, full time, 37.5 hours per week (0.8 FTE will be considered)

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## About us

INTRAC is a values-driven not-for-profit organisation, which provides training, research and consultancy to support civil society organisations do what they want to do, better. We have a small core staff and an extended network of consultants from across the globe. We believe that a strong and effective civil society focused on social justice is key to challenging inequality and eradicating poverty. We are driven by common values and a passion about the role that citizens play to bring about positive change. Our work spans the many actors that affect civil society, and we engage with, provide services to and learn from the full diversity of actors in development sector (INGOs, national and local CSOs, and a range of different types of funding organisation).

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## Key responsibilities

### Strategic development of INTRAC's training services and programmes

- Develop a strategy to ensure INTRAC's training offer provides a range of courses, classes, resources and projects that respond to the needs of different actors in the sector and supports the practice of shifting the power
- Ensure our training offer evolves to include a wide variety of courses (from master classes, to learning cohorts, our core 6-week offerings and longer – potentially accredited – diplomas), bespoke training services, and resources (web-based, and using alternative media) responding to developments within the sector and participant feedback
- Ensure our training offer adds value to INTRAC – through agreed level of profit making, and by building INTRAC's reputation and relationships
- Establish a range of partnerships to develop and diversify our training offer, funding, and delivery approach, in order to meet the evolving needs of civil society practitioners – this includes drawing on different knowledges and expertise (from INTRAC's network, practitioners in the global south and north and other types of training provider, including academics)
- Ensure INTRAC's network has a range of consultants with training experience in related areas, from the global south and north
- Ensure our financial model for training is appropriate, with a mix of grant and project funding and fees-for services, to support development of the training offer and its sustainable delivery
- Leads the resource mobilisation and fundraising for INTRACs training offer, meeting agreed fundraising targets

### Delivery of INTRAC's training services and programmes

- Provide leadership to the training team ensuring services are designed, marketed, and delivered effectively

- Line manage the Senior Training Coordinator, ensuring s/he and the Training Team are supported, enabled to manage their well-being and are delivering effectively and with impact
- Ensure training services are well integrated with INTRAC's other services and teams, such as consultancy, network development, research and learning
- Oversee design and delivery of quality assurance and monitoring and evaluation systems, contributing to service design and learning
- Compile technical and financial reports for senior management, INTRAC's Board, and contribute to INTRAC's annual report

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## Experience, qualifications and competences

- Training strategy development and delivery
- Experience of the design, delivery and evaluation of online training with a deep understanding of pedagogical approaches and adult learning
- External engagement, networking and partnership development (with academics, civil society organisations and training service providers)
- Knowledge of and commitment to shifting the power and a passion for the role that training can provide in shifting the practice
- Business development and resource mobilisation
- Budget management
- People management and team building
- Creativity and an ability to translate abstract ideas into concrete plans and training pathways
- Strong communication (online, website, training resources)
- Collaborative ways of working
- Familiarity/applied knowledge of online learning platforms (esp. Moodle)
- Experience in civil society capacity strengthening (including MEL, advocacy, gender, OD) would be an advantage
- Fluency in French, Spanish or another language would be an advantage