
Training Programme Coordinator

Type of contract: CDI

Working days: 4 days a week

Salary: 2900 EUR/mois brut plus additional bonus based on performance

Reports to: Programmes Manager under the direction of Vice-President Programme

Start date: April – May 2024

Location: Paris (two days of remote work per week if needed)

The International Council on Archives invites applications for the role of Training Programme coordinator. Qualified applicants are invited to apply no matter their country of residence. This is an excellent career development opportunity for a motivated professional who believes in international cooperation.

The individual selected will have the opportunity to increase professional knowledge and improve project management and organization skills. Through working with the ICA Secretariat, they will build up a large international network of contacts that will be of long-term benefit to them, to ICA, and to future contractors.

About ICA

The International Council on Archives (ICA) is an international, non-governmental organisation that brings together archive institutions and professionals around the world to advocate for the effective management of archives and the physical protection of documentary heritage, to develop recognized standards and good practices and to encourage dialogue, exchange and transfer of knowledge across national borders. With around 1,560 members from 157 countries and territories, ICA's mission is to channel the cultural diversity of its members into effective professional solutions and to create a profession that is open to innovation and adaptation with a true international dimension, in collaboration with the highest level of decision-makers.

Job Description

The Training Programme Coordinator will join the ICA Secretariat Team and will report to the Programmes Manager. Under the guidance of the Programme Commission the Training Programme Coordinator will develop online and onsite courses and capacity building programmes to serve the international community of archives and records Management professionals.

Main Tasks

Development of online courses and onsite training activities

- Identify training needs and opportunities in dialogue with the Training Programme Advisory Group (TPAG).

- Outline training projects and prepare the budget for the development of the different capacity building activities.
- Coordinate the work of trainers and collaboratively define the structure of the content and activities.
- Follow-up the content development and validate it with the different stakeholders.
- Develop and design E-Learning resources based on the agreed structure in collaboration with trainers and technical team (video production, interactive content)

Training Programme Administration

- Administrative support for the development of the training programme (budget follow-up, copyright agreements, contracts outline, etc.)
- Management of the online Learning Platform in collaboration with the IT Coordinator (day to day management of the learners database, answers to the queries of learners, monitoring of the platform for functionalities development plan)
- Support of the learners and participants addressing their queries and guiding them through the processes.
- Coordination of logistics for onsite programmes (flight tickets, accommodation, visas, etc.).

Support in finding partnerships for training initiatives

- Identifications of possibilities to create new courses based on the recommendations of the Training Programme Advisory Group
- Participation in joint online learning projects

Reporting

- Reporting to the Programmes Manager on a regular basis under the direction of the Executive Director and the Vice-President Programme
- Reporting to the Programme Commission in collaboration with the Training Programme Liaison at PCOM and support the Training Programme Advisory Group

Other

- Development of communication resources related to the Training Programme in dialogue with the Head of Communications and Partnerships
- Developing a strategy for the best use of the resource centre in relation to the Training Programme
- Support to other Secretariat activities such as the preparation of statutory meetings, congresses and conferences, International Archives Week, etc.

Profile

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> - Minimum 4 years of higher education on educational technology, archives studies, records management, information management, or cultural heritage - Knowledge of best practices in learning design 	<ul style="list-style-type: none"> - Training on online teaching - Basic audiovisual production/editing skills
Experience	<ul style="list-style-type: none"> - 4 years of experience in conception of training programmes and E-Learning resources - Experience in management of Learning Management Systems - Experience in the development and production of interactive learning objects - Experience leading project teams 	<ul style="list-style-type: none"> - Experience in Archives/Records Management field - Experience in production of audiovisual material - Experience managing volunteers - Experience in managing websites and databases
Skills	<ul style="list-style-type: none"> - Oral and written communication in both French and English - Intercultural dialogue - Budget creation and follow-up - ICT software packages, including email, word processing, spreadsheets, presentation, database, and content management software platforms. - Work independently and as part of a team - Willingness to travel as needed. - Strong capacity to identify unexpected issues and be proactive about them. - Attention to detail and capacity to organize work remotely. 	<ul style="list-style-type: none"> - Spanish, Arabic, Chinese or Russian language skills would be an asset.

Conditions of Employment

The successful candidate is eligible for an annual leave entitlement of 25 days. In addition, the ICA office is normally closed for a short period during the winter break.

Other benefits: 50% of transportation monthly ticket, tickets restaurant, health insurance.

Selection Process

To apply for this position, qualified applicants are invited to send a covering letter and a CV that together demonstrate the above capacities and requirements to phillips@ica.org by **15 January 2024 23:59 CET**

We encourage people from all regions to apply. If you meet most of the requirements and are willing and committed to quickly improving your skills in the other areas, you are welcome to submit your application.

Selection will be by CV screening and interview, to take place in the Paris office of the ICA Secretariat or virtually at the end of January or beginning of February 2024.