Role Name: Trainer
Reporting to: Fleet Forum Delivery Director
Location: Worldwide
Work Pattern: Project based
Role Purpose: To build fleet management capacity within aid and development organisations and commercial fleet operators in low- and middle-income countries
Expected Time Commitment: Per training: 8 days (Pre-training 1 day, 5 days training (including travel), 3 post training (follow up) - Minimum commitment: 12 months

Key Responsibilities

- To be responsible for the delivery of fleet management training and workshops as pre-designed by Fleet Forum
- Liaise with the Delivery Director to prepare for the training and to establish contact with the participants prior to the training
- Ensure that Fleet Forum receives updates after each training highlighting overall impression, evaluation, critical issues or challenges
- To contribute to the improvement, on the delivery, the content-side and new learning needs
- Remotely guide training participants as per the post training activities
- Identifying follow up opportunities for consultancy projects with participants’ organisations

Experience and Qualifications

- Combined 5 years’ experience facilitating participatory trainings / workshops and coaching experience of individuals and groups;
- A proven track record in project management, continuous improvement, performance management, data analysis, risk assessment and reduction;
- To have a working proficiency in at a minimum 2 out of the following languages: English, French, Arabic;
- Be proficient with video technology to be able to facilitate remote coaching post-training;
- To be experienced in the use of Microsoft Office, Dropbox, Slack and Skype;
- Work experience in the aid and development sector is an advantage.
Required Competencies

- Self-reflection: actively seeks positive and negative feedback about their performance from a range of sources;
- Developing others: Helps and encourages others to create their own learning strategies. Persists in declining to take ownership while supporting others to resolve issues and evaluate outcomes for themselves;
- Communicating information effectively: facilitates appropriate information flow to stakeholders. Excellent level of verbal & written communication, including speaking, networking, presenting and writing;
- Have developed your own style of training delivery where your objective is to wow people and to take them on a memorable learning experience;
- Be confident to deliver training programmes to people you meet for the first time. This requires a strong presence, the ability to forge relationships effectively and the confidence to use a variety of learning techniques such as visuals, games, quizzes, role plays etc;
- Contextual awareness: Observes or challenges the prevailing culture, values, norms and unspoken rules of groups when necessary to generate learning. Can articulate themes and patterns of behaviour for a group;
- Is flexible, can deal with unexpected situations, feels comfortable to work in environments ‘off the beaten track’ and is not afraid to execute last-minute training preparations.