



## We are hiring a Training Manager

### Terms of Reference:

#### About Spark

Spark Microgrants believes in a world where everyone lives with dignity and determines their own positive future. Spark has pioneered a poverty alleviation model in East Africa that draws on the evidence from ultra-poor [graduation](#) and [community-driven development](#) approaches, known as the facilitated collective action process (FCAP). The FCAP combines a cash grant plus facilitated community meetings and trainings to catalyze improved livelihoods, stronger social cohesion, and greater gender equity. Spark is partnering with NGO and Government partners to scale adoption and impacts for rural communities - on their own terms. Read more about our [Approach](#), [Impact](#), and [Values](#) on our [website](#).

#### Spark Values

Spark team members are passionate about our vision to help create a world where everyone will live with dignity and define their own positive future. At Spark, our values are what define us and shape the work that we do. Do you intrinsically feel aligned with the following values?

- 1) **Facilitators.** We don't impose; we enable others to generate impact.
- 2) **Community-centered.** We are motivated by what is best for the community.
- 3) **Process-driven.** The how of what we do is just as important as the what.
- 4) **Authentic.** Our vision and values live in everything we do.
- 5) **Dynamic.** We seek opportunities and are willing to take risks to serve our community partners better

#### About the Position:

Spark is working to scale a village action process in partnership with the Government of Rwanda and leading civil society organizations across East and West Africa. Spark is seeking a Training

Manager to build the training tools and team to scale the reach of the Spark process from 500 to 12,000 in the coming years. The Training Manager will oversee the training curriculum and training tool development, facilitate the ongoing iteration of the training design process, and build the capacity of trainers and the team to execute excellent training. The ideal candidate will have a passion for strengthening civic engagement and a deep-seated belief that communities have the right to determine their own future.

Spark is currently transitioning its training delivery from being all in-person to a hybrid model combining in-person training and self-directed learning using mobile devices.

Join the dynamic Design Team as we guide training, curriculum design, and innovation for the organization! This role collaborates with other Spark teams and our partner organizations. It requires frequent travel nationally and internationally.

### **Roles and Responsibilities:**

1. Training Curriculum
  - a. Oversee the design of the training curriculum for different users (Partner Trainers and Community Based-Facilitators).
  - b. Oversee the management of the training curriculum
  - c. Design training methodologies suitable for users and transfer practices for trainers to utilize.
  - d. Design and pilot training courses for users on specific skills.
2. Content Creation
  - a. Oversee and co-design offline (e.g. infographics) and online (e.g. videos) content
  - b. Manage the layout and presentation of offline content via guides and online content via Spark's Learning Management System (LMS)
  - c. Monitor the effectiveness of content and identify areas for improvement
  - d. Identify opportunities to harness new technologies to enrich the learning experience
3. Capacity Building of Spark Trainers
  - a. Prepare and deliver internal and external Training of Trainers (ToT).
  - b. Prepare Spark trainers and Partner Trainers (PTs) with the necessary tools to deliver content with quality
  - c. Build the capacity and confidence of trainers, through facilitating best practices and learning by doing; ensuring trainers are passionate and motivated to deliver trainings.
  - d. Develop and manage a new trainers' learning platform to ensure knowledge sharing and best practices.
4. Co-Design with Programs & Partners
  - a. Prepare and lead co-design workshops with program teams and new Partners.
  - b. On-board new partners on Spark values and culture.
  - c. Organize and conduct field visits and FGDs to understand users (partner trainers, villages, and CBFs).
5. Program Support
  - a. Support in other departmental designs to bring in training perspectives.
  - b. Support in the development of the FCAP Guide for new partners.
6. Supervise the Training Coordinator

- a. Ensure the quality of training and that learnings are continually gathered and used to improve training.
- b. Lead the annual review of the facilitation model and training methodology

### **Requirements and other considerations**

- Bachelor's degree required (Master's degree preferred) in a related field
- 5+ years of experience in:
  - facilitating, training, and coordinating logistics
  - leading the creation, implementation, and improvement of training materials for community-based organizations
  - supervising direct reports.
- Excellent English, written and oral communication. Additional languages preferred, specifically French.
- Proficient in Google Suite, especially Google Sheets
- Preference for knowledge and expertise in areas of community-driven development, human-centered design, and program development and management.
- Behaviors and mindsets: self-directed, creative and curious, community-minded, high tolerance for ambiguity, lifelong learner, fun to work with even in stressful situations.
- Whilst not essential, any experience designing and authoring online content using an e-learning authoring tool such as Articulate Storyline or iSpring Suite would be useful.

### **OTHER INFORMATION**

**Job Location:** Kigali, Rwanda (with frequent travel: domestic and international).

**Contract:** L5, 2 years with the possibility for renewal

**Application deadline:** May 13, 2024

**Start date:** June 3, 2024

### **WHAT WE OFFER**

- A competitive salary, depending on experience.
- Talented and welcoming colleagues, 90% of whom are based in the countries where we work.
- A supportive environment with plenty of professional development opportunities.
- A chance to help shape the future of international development.

### **WHY WORK WITH US?**

- You will join a dynamic and growing organization that hails from ten countries around the world and is committed to our vision
- You will have the freedom and autonomy to make your role your own. We want to hear your innovative ideas, your vision for the future, and your critical questions.
- We respect and value work-life balance and your need for downtime, vacation, and reflection.
- In addition to salary, Spark offers other benefits, including generous paid time off and family leave, monthly communications, and professional development stipends.

### **TO APPLY**

**Follow the Link to apply:** <https://sparkmicrogrants.bamboohr.com/careers/104>

**Application Details:**

- Attach your resume and a cover letter that explains why your experience and background make you the ideal candidate for this position. The resume should be no more than two pages.
- Only shortlisted candidates will be contacted.

### ***SAFEGUARDING***

*Our safeguarding follows a do-no-harm principle. All Spark staff are expected to respect and uphold the safeguarding procedures and principles to minimize harm to stakeholders, program participants, and the environment, in compliance with the World Bank Environmental and Social Framework and Rwandan Legislation.*

### ***EQUAL OPPORTUNITY***

*Spark Microgrants provides equal employment and advancement opportunities to all individuals. Employment decisions at Spark are based on merit, qualifications, and abilities. Spark does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, marital status, or any other characteristic protected by the law. Spark will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship to daily operations.*