

**Christian Reformed Church in North America (CRCNA)**  
**World Renew**  
**POSITION DESCRIPTION**

**Position Title:** Staff Developer  
**Department:** Delta Team  
**Reports to:** Delta Team Leader  
**Status:** Full-time, non-exempt  
**Salary Level:** TBD

**PURPOSE**

This position is responsible for the development and management of World Renew's bi-national and international learning systems and processes that enhance program and partner consultants' work with partners and communities to ensure the success of our community transformation mission through community development and disaster response.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Design and implement (with staff supervisor and/or team leader) a technical and organizational development/coaching skill competency and capability appraisal on new and current staff.
  - a) Identify learning needs of field staff to ensure continued development in technical areas and partner organization consultation and coaching skills
  - b) Build individualized learning plans for field staff (with their supervisor and/or team leader and Human Resources manager (HRM)
  - c) Design learning plan impact system and track data
2. Design and coordinate World Renew's field technical and organizational capacity building competence learning system:
  - a. Develop and implement a comprehensive organizational plan for staff development focusing on core competencies required by staff to implement World Renew's mission and values (entry level practice, competence level practice, mastery level practice)
  - b. Provide oversight for on-going orientation of World Renew field staff in collaboration with the HRM
  - c. Ensure staff have access to quality training in core competencies by designing and field testing internal learning resources and tools, and evaluating and recommending external training opportunities
  - d. Coach staff in the integration of acquired learning into practice
  - e. Provide consultation to ministry teams through technical learning support, innovation, tool development, and promising practices
  - f. Develop and implement a system of learning exchange and internal coaching that accesses the existing World Renew staff with strong technical ability to consult and coach colleagues and partners worldwide (As system develops, budget oversight will be added)
  - g. Manage World Renew's Learning Matching Funds portfolio. Review and approve proposals; monitor and evaluate learning event outcomes; report on results
  - h. Evaluate and embed external and internal resources, practices, and program approaches into existing organizational learning systems
  - i. Oversee World Renew's intranet and other information and learning resource systems
3. Support working groups as part of the strategy of part 1 and 2 above.
  - a. Integrate learning: harvesting and organizing lessons learned from our "impact funds" (Sustainable Agriculture and Food Security, Livelihoods/village savings, [new/anticipated: child/maternal health) and Working Groups
    - i. Facilitate/support international programs in applying lessons learned to strengthen our practice worldwide strengthen program design and monitoring/evaluation of those programs for impact
  - b. Serve on [appropriate or, as assigned] working group (s), tasks might include leading working group, previewing and approving proposals
  - c. Maintain effective working relations with all Ministry and Disaster Response Team staff, traveling to the regions to build solid working relationships as required
4. Sharing/Networking:

- a. Internal networking to World Renew: to facilitate information sharing with CORE team especially to ensure they know/understand the work
  - b. External networking: network and collaborate with other external stakeholders to improve our learning and enhance our visibility among our alliance NGO community
5. Encourage and facilitate World Renew staff and partners to research, document and disseminate to the broader development community the successes and lessons learned from our community transformation and partner coaching work
6. Other:
  - a. Serve as a full member of the Delta (Program) Team by participating in meetings and team-based decision-making
  - b. Perform other duties as assigned

## **SUPERVISION**

The position will maintain contractual agreements as needed with external training consultant(s) (depending on successful candidate strength). The position will maintain contractual agreement with an external consultant for the purpose of strengthening World Renew's integrated livelihoods programming.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

1. Mature Christian with ability to articulate and live out a wholistic, biblical world and life view consistent with World Renew's mission, vision, values and priorities
2. Demonstrated in-depth knowledge of the field of community development and track record in leading successful community development programming
3. Demonstrated knowledge of disaster response (relief) programming and operations
4. Demonstrated ability to develop and lead learning systems, coach people through learning and change
5. Demonstrated ability to research for and identify cutting-edge practices
6. Well-developed interpersonal, negotiation and listening skills
7. Demonstrated ability to plan, organize, share, and communicate information effectively
8. Ability to work in a team environment
9. Demonstrated ability to act with limited supervision
10. Ability to travel internationally

## **EDUCATION AND EXPERIENCE**

1. Master's degree in international development or related studies
2. At least 5 years work experience in international community development, organizational development and program management and/or leadership, and adult learning methods
3. Prior group and process facilitation and adult education skills, a definite asset

## **LANGUAGE SKILLS**

Written and oral competency in English is required. Written and oral competency in another language is a definite asset, particularly French or Spanish.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires:

- a. Computer work and concentrated reading, sitting for long periods of time
- b. Telephone and computer communication, including conference calls (video)
- c. Setting up training sites with education process equipment and methods (including for example: easels, projectors, PowerPoint and so forth)

- d. International travel, possibly to destinations with rough terrain, unreliable access to water and electricity, and increased exposure to illness.

**WORK ENVIRONMENT**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. See also “Physical Demands” above.