



CONSULTANT – TRAINING SPECIALIST (YEAR 2)

CONTRACT	37 days in total External mandate, 80%
LOCATION	CH-1824 Caux
PURPOSE	Providing Training for Year 2 participants (CPLP Returners) – May require some Material creation.
UNDER SUPERVISION OF	CPLP Manager

Established in 1946, the CAUX-Initiatives of Change Foundation organizes and coordinates international and local conferences, seminars and training in Switzerland, primarily in its Conference and Seminar Centre, the Caux Palace, bringing together a true diversity of people. We provide a safe and privileged space to inspire, equip and connect individuals, groups and organizations from around the globe to engage effectively and innovatively in trust building, ethical leadership, sustainable living and human security.

AREAS OF RESPONSIBILITY

We require a consultant to deliver workshops, training and skill development sessions for the period 17 June to 23 July. The engagement will take place in the Caux Conference and Seminar Centre, Switzerland.

Outcomes required

Sessions conducted in a punctual and professional manner, coupled with the empathy and cultural sensitivity required when training participants from all over the world.

Overseeing the training and development of the Training Team Practitioners.

Responsible for the pastoral care of group of participants in conjunction with others in the team.

All record keeping and paperwork submitted on time as agreed – registers, evaluations, alterations documented and any other constituent documentation.

Attendance at meetings as agreed, both for the training content and delivery and to share pastoral needs of the group.

KEY SKILLS AND REQUIREMENTS

- A creative, committed, flexible and focused trainer who is willing to work with others to create and deliver an entirely new Programme for the development of returners to the Caux Peace and Leadership Programme.
- A passionate team player, ready to co-train and co-facilitate as agreed
- Deep understanding of Personal (inner) change, the values of Initiatives of Change and team development and the ability to deliver these in new and innovative ways
- Ability and willingness to develop this new group as more of a team than a 'class' taking real, measurable responsibility for their communities, nations and the growth of Initiatives of Change and Caux
- Deep cultural understanding and experience of working in a values-based, multi-cultural environment preferably within an international Initiatives of Change setting
- Experience of undertaking Monitoring and Evaluation
- A deep commitment to Pastoral care and that people come first
- Strong ability to self-analyse, listen to others and maintain a great sense of humour
- Ability to train the group in advanced Facilitation skills with particular reference to Dialogue, and the experience to coach and assess these skills within the Caux Forum
- Advanced knowledge of the power of narrative in storytelling and how to open that up for dialogue



CONSULTANT SKILLS AND EXPERIENCE

Due to the specific nature of this consultancy within a global Centre for Initiatives of Change, we require the consultant to have a current knowledge, experience and commitment to the practice and methodology of Initiatives of Change.

Strong Training skills within a values-led international environment.

The training will be delivered in English, therefore an excellent, clear English speaker is required for this consultancy.

Due to the nature of the participants, the consultant must be sensitive to the diversity of the group and the unique requirements of such participants, and should be committed to answering the needs of the participants as his/her priority.

The consultant should be flexible and adaptable, ready to change.

As this is a self-employed role, once engaged, Initiatives of Change Switzerland requires written confirmation that the consultant is registered as a self-employed individual with their relevant tax authority and confirm that s/he submits self-assessment tax returns declaring their self-employed profits in accordance with the business accounts.

This engagement is for a period of 37 days. There is a fixed payment to cover this consultancy for the stated period. This does not cover travel to and from Switzerland.

HOW TO APPLY

Send a covering letter and attach a CV updated with any relevant training experience in the fields of peace and leadership by email to hr@caux.ch, by 14 February 2019 at latest.