

Terms of Reference for Learning and Knowledge Management Specialist to support the implementation of Giving Women’s Educational Programme

Position	Learning and Knowledge Management Coordinator
Location	Flexible working arrangement (mix of remote and onsite working)
Purpose	Oversight of the Educational Programme including underlying Knowledge Management systems
Focal Point	Elianna Sabbag and Tanya Murphy
Duration	One year renewable
Level of Effort	30%; equivalent to one day and a half a week but required to manage work flows to ensure successful delivery of objectives
Compensation	Paid position - salary TBC

Background

Giving Women is a membership association, which seeks to build a community of informed women philanthropists and to make a meaningful difference in the lives of girls and women in need all over the world. This mission is realised through three pillars:

1. Support to women-focused projects and organisation - Giving Women offers its professional network’s diverse knowledge, expertise and experience. Based on the needs of the projects, Giving Women forms teams, called Project Circles, composed of members with appropriate knowledge and skills.
2. Raising awareness on women’s issues - Giving women organises public events that highlight the most pressing issues facing women and girls, and the grassroots organisations around the world that address them. These include panel discussions, film screenings and the annual conference. Topics have included access to health, women and technology, and gender-based violence.
3. Professionalising philanthropy - Giving Women builds the skills and knowledge required to engage in more effective philanthropy. For Giving Women members and its wider community, an ongoing educational programme is offered which includes hands-on workshops to build and apply new skills and best practices in the management of social benefit organisations.

Giving Women is seeking to expand its team with the inclusion of a new Learning and Knowledge Management Coordinator. The incumbent will oversee the third pillar of Giving Women (i.e., professionalising philanthropy) based on membership needs using available learning platforms and technology. S/he will also co-develop content and curate training materials, coordinate the development of in-person and/or online workshops by subject matter experts. Furthermore, s/he will support the coordination and facilitation of webinars / panel discussions and obtain feedback from participants of these learning events.

The Learning and Knowledge Management Coordinator ideally has experience in knowledge management (in a corporate, non-profit, or academic setting). S/he will demonstrate a good understanding of Giving Women’s core activities and want to interact with the various entities of Giving Women who are “stakeholders” in knowledge management for the organisation. S/he will constitute a team of 2-5 volunteers who are Giving Women members to call upon as a resource. In due course, this group will become an integral part of Giving Women.

Scope of work

The Learning and Knowledge Management Coordinator will carry out the following tasks:

- Design the educational programme and associated knowledge products relevant to Giving Women’s evolving membership needs using available learning platforms and technology;

- Support and facilitate, as required, the development of educational workshop materials and delivery of training events. Follow through with user feedback, progress and integrates the feedback to the future workshops and events.
- Oversight and management of Giving Women's Knowledge Centre
- Proactively coordinates and engages in the development and/or curation of online learning content with the support of subject matter experts with a view towards making those resources available on the Knowledge Centre
- Coordinates overall workflow and creates content around emerging issues and programmatic needs
- Advise the Giving Women Executive Committee on the development of the learning events and associated knowledge products, including advising on creative learning approaches, methodologies, illustrations, technologies
- Based on demand, follows-through on revision of learning and knowledge development content and related activities
- Identifies, assesses and/or promotes new approaches, thinking and techniques relating to knowledge development and sharing

Competencies

- Adheres to the Giving Women vision, mission, and strategic goals;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Focuses on achieving results and self-starter;
- Sets priorities, produces quality outputs, meets deadlines, and manages time efficiently; and
- Writes and presents clearly and convincingly.

Required skills and experience

Education:

- Master's degree or equivalent in areas relating to education, training, international relations, development studies and/or other relevant field that is suitable to the job description

Experience:

- At least two years of working experience through a combination of employment, consulting and/or internships that demonstrate education and training experience, in particular in supporting, preparing and reviewing e-learning products, workshop materials and other knowledge management products
- Exposure to knowledge management systems and associated tools
- Experience working within a non-governmental organisation is an advantage

Language skills:

- Fluent in English with excellent oral and written communication skills
- Fluency in French and/or German is an advantage

How to apply

Please send your CV and cover letter to contactinfo@givingwomen.ch by 3 January 2022.