Knowledge Exchange Officer (part-time)

Hours: 17.5 hours per week (with opportunities for flexible working)
Location: Hybrid (ability to come to the office in Edinburgh at least once a fortnight)
Salary: £29,381 (pro-rata)

About Scotland's International Development Alliance

Scotland's International Development Alliance is the membership body for everyone committed to creating a fairer world, free from poverty, injustice, and environmental threats.

Our work facilitates connections across the international development sector to improve impact and effectiveness for a range of actors including public sector bodies, third sector and international NGOs, private companies, universities, and charitable trusts.

Our network has a global reach, with members working in more than 100 countries with a wide range of specialisms. We exist to improve the capacity, influence, and effectiveness of our diverse sector in Scotland through providing opportunities for networking, debate, training and promotion of good practice. We help members share their skills and learn from each other's best practice to boost effectiveness of our members and their partners.

About the role

Working closely across the small team at SIDA, this post offers an exciting opportunity to support and coordinate knowledge-exchange communities of practice across a network of actors on global sustainable development in Scotland, including members from public and private sectors, academia and civil society. The role will support our members to contribute effectively to global, sustainable development by developing learning opportunities, tools, and resources based on members' needs, as well as on key developments across the sector.

The postholder will lead on the planning, delivery and evaluation of SIDA's programme of learning activities for members including workshops, peer learning events, mentoring, webinars and other events on key topics of interest to the sector. The jobholder will be expected to support other events hosted by SIDA such as the annual conference when needed and to generally support the team deliver against the strategic objectives.

Responsibilities

-   Coordinate, monitor and assess members' access to learning resources by:
    o   Developing or commissioning learning resources
    o   Facilitating member access to online tools, learning platform and best-practice resources,
    o   Ensuring existing resources are up to date, relevant and regularly reviewed.

-   Strengthen and coordinate knowledge-exchange communities of practice across SIDA's stakeholders by:
    o   Working with other team members to develop collaborative learning opportunities including peer to peer learning, collective problem-solving, and knowledge exchanges between stakeholders globally, among stakeholders within our membership and their partner countries

o   Supporting members to access and make best use of new online collaboration spaces in particular SIDA's members Hub.

- Support learning, development and capacity strengthening among members by:
    o   Identifying priorities for training and mentoring, based on members' needs as well as key developments in the global sustainable development sector and beyond
    o   Leading on the delivery and evaluation of SIDA's offering of workshops, peer events and mentoring
    o   Facilitating or commissioning facilitators for learning activities
    o   Building and strengthening partnerships with trainers and evaluators both within and outside of Scotland, particularly in members' partner countries
    o   Maintaining a register of mentors, facilitators and trainers to support members' organisational effectiveness.

- Any other task as is reasonably required to support the delivery of SIDA's activities and services.

Person Specification

Skills, knowledge and experience

Essential
- Experience of analysing organisational learning and capacity strengthening needs, setting learning objectives and evaluating effectiveness
- Experience of designing and delivering (or working with third parties to deliver) engaging learning events, particularly virtual and/or hybrid events
- Good awareness of organisational learning, development and best practice and in the global sustainable development sector
- Strong verbal communication skills, including the ability to represent the Alliance and work directly with diverse stakeholders
- Ability to plan and manage a complex programme of work, and to work to deadlines
- The ability to work on own initiative and to prioritize and plan workload
- Appreciation of cultural differences and of the difference this makes to learning styles and ways of working
- Excellent inter-personal skills, and ability to work well with a team, and to build and maintain relationships.

Desirable
- Experience in international development
- The ability to facilitate training sessions and workshops would be a significant advantage
- Digital design skills/ Experience designing engaging online learning content.