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## AWS TRAINING & DEVELOPMENT CO-ORDINATOR

### JOB DESCRIPTION

**LOCATION:** This position is fully home-based.

**SALARY:** Competitive depending on experience.

**STARTING DATE:** As soon as possible.

**CLOSING DATE FOR APPLICATIONS:** 10 June 2022

**POSITION TYPE:** Full-time position.

**TRAVEL:** Some international travel is required.

#### ABOUT AWS

The Alliance for Water Stewardship (AWS) is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. Our members include businesses, CSOs and public sector organisations. Members contribute to the sustainability of local water-resources through adoption and promotion of a universal framework for the sustainable use of water – the International Water Stewardship Standard, or AWS Standard – that drives, recognises and rewards good water stewardship.

The AWS Standard provides a globally applicable framework for major water users to understand their water use and impacts, and to work collaboratively and transparently for sustainable water management within a catchment context. The AWS Standard System includes third party certification.

The AWS Standard System is overseen by a multi-stakeholder governance structure and fuelled by information from members, partners and a growing number of local water stewardship networks, and partnerships. Knowledge and learning are fundamental to both our ambitions for growth and the integrity of the AWS System. By connecting organisations at the forefront of collaboration on water, AWS facilitates the exchange of knowledge to advance the uptake of water stewardship worldwide.

AWS is a growing organisation, still at a relatively early stage of its maturity. Our highly motivated team is dispersed across several countries. We are now seeking a Training & Development Programme Co-ordinator to join our team and play an instrumental role in the future growth and positive impact of AWS.

## ABOUT THE ROLE

In the role of Training & Development Co-ordinator, you will be responsible for furthering our ambition to be the leading global training organisation on the AWS Standard System and water stewardship.

The Training & Development Co-ordinator role falls within the System Integrity Business Unit and will report to the Chief System Integrity Officer. The System Integrity Business Unit (currently an international team of five who are based across Switzerland, Canada, France, Thailand, and South Africa) comprises six inter-related areas of focus:

1. Standards & Assurance
2. Accreditation and Oversight of Conformity Assessment Bodies (CABs)
3. Knowledge & Learning (including Monitoring & Evaluation)
4. AWS Training Programme
5. Salesforce System Management; and
6. AWS Professional Credentialing Programme.

## ABOUT THE TRAINING PROGRAMME

The AWS Training Programme offers four key types of training:

1. AWS Standard System Training (Open Public). This formalised training is instructor-led, delivered online and covers Foundation Level, Advanced Level and Specialist Level curriculum. It is open to the general public and offered in five languages English, French, Spanish, Mandarin and Bahasa Indonesia with more language offerings planned.
2. Tailored AWS Training. This training is instructor-led and based on the three levels noted above. It is developed and tailored to the requirements of an external organisation (company, CSO, NGO or government agency). We also use simultaneous translation via zoom to increase language options and access).
3. Project-related Training. This training on the AWS Standard System is typically part of a funded project and can be targeted at a particular industry sector such as Textiles or Micro-electronics of relevance to the project.
4. On-demand AWS Training. This type of online training is offered via the AWS Tools Hub. It offers stand-alone online video modules that individuals watch, learn and then complete short tests. The Tools Hub platform also holds a growing range of tools such as the AWS E-standard and Guidance. This self-paced training complements our tailored, formal and project-related training products through continual learning. Access to the Tools Hub is included as an AWS Member benefit. It will soon be available in Spanish.

As Training & Development Coordinator, you will coordinate all aspects of the AWS Training Programme including:

- lead on the delivery of the Training Programme globally and further development of the AWS Training Strategy all in support of the priorities and outcomes of the 2022 – 2030 AWS Global Strategy
- coordinate the AWS Training Team to deliver high quality training courses with amazing content
- ensure training provides value to target audiences and guides trainees on a pathway to playing their role in implementation of the AWS Standard
- coordinate training programme communication and marketing
- develop tailored training proposals and liaise with organisations and trainees

- coordinate internal communications on training with other AWS Business Units e.g., Outreach & Engagement and Finance & Admin
- monitor and evaluate the training programme for reporting, continual improvement and learning,
- provide continual learning opportunities for trainers
- support Special Projects as required, and
- provide support to other AWS Business Units e.g., the AWS Annual Forum

## WHO YOU ARE AND WHAT YOU'LL DO

### You are super interested in training to raise awareness about AWS Water Stewardship training and water stewardship.

- You have a minimum of three years' experience in a role working in training ideally with a water stewardship/water related organisation and/or with an ISEAL Code Compliant member.

### You are an experienced training professional

- You have three years' experience as a training coordinator, developing training curriculum and/or delivering training courses.

### You're a collaborator

- You are personable, perceptive, and excellent at working with people.
- You are a listener and naturally collaborative and comfortable working across multiple time zones across diverse cultures and stakeholder groups.
- You are flexible and creative in your approach to problem solving.
- You will recognize the high level of interdependencies across our programmes of work and promote coordination and mutual support across the team, local networks, members, and partners to grow the AWS System.

### You are good at working with people as well as detail

- You have experience in programme coordination.
- You thrive to ensure excellence in training data integrity, quality and accuracy.

### You're passionate about global sustainability issues

- You have an enthusiasm for social and environmental issues that is demonstrated through knowledge and experience, ideally with good knowledge of global water issues.
- You have a desire to see positive social and environmental outcomes from committed organisations and understand and relate to different cultures and their developmental challenges.
- You will inject this passion into your work and contribute to promoting a culture of learning, sharing and support in AWS.
- Some international travel is required. This will include attending our annual AWS Forum in Edinburgh as well as two or three annual organisation meetings.

## WHAT YOU'LL NEED TO SUCCEED

- Three years' experience as a Training Coordinator with a Sustainability Standards organisation, or a water stewardship /water related organisation.

- Direct recent experience in delivering training online.
- Experience in working with clients to obtain requirements to develop training proposals and consistently meet client requirements
- Experience with software applications ideally: Zoom (with simultaneous translators), Salesforce, Excel, SharePoint, WordPress, Microsoft Teams, & Survey Monkey.
- Degree or equivalent in a relevant discipline (e.g., international development, water stewardship, conservation, hydrology, climatology, limnology, environmental science, agriculture, forestry or similar).
- A good understanding of water stewardship and approaches to sustainability and natural resource or environmental management (experience in water conservation/ management would carry additional weight).
- Ability to communicate and present online and in-person effectively with external and internal stakeholders.
- Excellent administrative capabilities with a high level of attention to detail.
- Fluency in written and spoken English. (Fluency in a second language such as Spanish or Mandarin would carry additional weight.)

## HOW TO APPLY

If you think you might be right for this job, please send an email marked “VACANCY: “Training Co-ordinator” to [gail@a4ws.org](mailto:gail@a4ws.org). Your email should include the following attachments:

- A covering letter explaining why you are interested in the position and demonstrating how you meet the position description.
- Your current CV with email addresses and telephone numbers of two referees.
- An indication of when you would be available to take on the role, if selected.

**Closing date for applications: 10 June 2022.**

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.