

**For inspiring and creative professionals
with a passion for cooperatives
focused on impact**

Agriterra is the world's leading not-for-profit agri-agency from-and-for agricultural cooperatives and farmer organisations. Our mission is to strengthen organised farmers in developing and emerging countries, given the importance of effectively organised farmers to sustainably address food security, economic development, climate adaptation and mitigation.

We were founded 25 years ago by Dutch farmer cooperatives and have over the years evolved into an organisation partnering and supporting farmer cooperatives and organisations worldwide. Agriterra assist them with advice and training through peer-to-peer support in combination with locally based experts. We apply a three-track approach: we make cooperatives bankable and create real farmer-led companies, we improve extension services to farmer members and we enhance farmer-government dialogues. Our advisory practice covers the full range of services on Management & Organisation, Financial Management, Governance, Business Development and Lobby & Advocacy.

Agriterra is organised with a head office in Arnhem, the Netherlands, and has a network of 12 country offices spread over Africa and Asia; employing approximate 170 staff members. We are financed and work via donor granted projects and programmes. These long-lasting strategic partnerships with a variety of donors are key for us in our day-to-day work. For more information, visit our website www.agriterra.org.

We are recruiting:

Training Planner

Arnhem, The Netherlands

Agriterra is looking for a pro-active, organised and enthusiastic Planner at our Trainings department. In this position you facilitate the timely planning of trainings within Agriterra worldwide. You ensure proper administration of trainings, and you optimise planning to meet service, cost and timeliness objectives. As Planner you communicate with a variety of employees and departments within Agriterra to ensure that the overall process runs smoothly!

Duties

- **Process training requests:** Collect and administer all training requests to compose an annual global training calendar. Use the incoming data to compile, refine and optimise the calendar. Forecast, identify long-term needs based on supply and demand. Develop concrete project/training plans, plan trainings and inform all stakeholders involved. Take note of problems in order to develop solutions in consultation with the Training Coordinator.
- **Administration:** To support regarding (prospective) trainers and trainees, training materials and implementation including venue and logistics. Maintain an overview of level/language/region/theme/availability of trainers and training products.

In order to do this, analyse the supply and demand as well as the forecast. Share findings with Training Coordinator, who decides what action to take.

- Quality: Guard consistency of working methods, use of standard procedures and quality requirements when planning training. Ensure availability of training material, e-learnings and access to the training website for everyone involved, including employees. Help identify inefficiencies in the planned trainings. Create and maintain overview of certifications and therefore overview of qualified trainers in portfolio.
- Service provision (cooperatives/trainers/trainees): Look into issues and problems in order to develop solutions for the (internal) customer. Send feedback forms, collect and respond to customer feedback. Work together with Agripool and Regional Managers in order to notify issues and make plans for improvement (PMEL). Initiate workflow and process improvements.

What do you offer?

- MBO 4 degree in relevant field, or relevant working experience at this level;
- 2 years of experience in a similar position;
- Demonstrated experience with stakeholder contact and/or planning activities, preferably in an international environment, experience in administrative processing data for project based training cycles;
- Experience with Microsoft Office, planning and monitoring tools;
- Fluent in Dutch and English (speaking and writing) and preferably French;
- Required competences: communicative, problem solver, able to switch quickly between tasks, organised, proactive, accurate, and enthusiastic!

What do we offer!

At Agriterra, the work environment is collegial and ambitious, and the focus is on achieving impact. Salary is based on experience and ranges from EUR 2.780 to 3.961 gross.

Interested?!

Are you interested in this position and do you fit the profile? Apply with a cover letter and curriculum vitae, by sending an e-mail to vacancy@agriterra.org, to the attention of the Manager Agri-Advice Gabriela Versteeg, with reference code AG1122.

Agriterra is committed to being a diverse and inclusive workplace, which is why people from communities that experience discrimination based on race, ethnicity, (cultural) and educational background, people with disabilities, and LGBTQ+ people are especially encouraged to apply.