

Training Planner (36h)

Based in: Arnhem, the Netherlands



About Agriterra

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 are financed by and work via donor granted projects and programs. These long-lasting strategic partnerships with a variety of donors are key for us in our day-today work. For more information, visit our website www.agriterra.org.

About the job

We are looking for a proactive, organised, and enthusiastic Training Planner at our Training department. In this position, you will facilitate the timely **planning of trainings** within Agriterra worldwide through processing training requests to compose an annual global training calendar. You are responsible for proper **administration of trainings** and maintaining an overview of training characteristics, trainers, and training product. You will support trainers and trainees, facilitate training material and support training implementation, including venue and logistics. You keep track of the follow up, inform relevant stakeholders, and develop solutions for problems together with the Training Coordinator. In addition, you will guarantee that each training respects Agriterra's **quality standards**, through identifying inefficiencies in the planned trainings on one hand and ensuring the availability of training material and access to e-learnings on the other hand. Together with Agripool department and Regional Managers you will notify issues, develop solutions, collect customer feedback, **initiate workflow** and **process improvements**.

What do you offer?

- MBO 4 degree in relevant field, or relevant work 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 administering and processing data for project-based training cycles;
- Experience with Microsoft Office 365, and with planning and monitoring tools;
- Fluent in Dutch, English (speaking and writing), and French (preferably);
- Required competencies: communicative, problem solver, able to switch quickly between tasks, organised, proactive, accurate, and enthusiastic!

What do we offer?

- Salary between EUR 2.780 and 3.961 gross per month (based on experience), plus end-of-year bonus, contribution to commuting expenses, and a holiday allowance;
- Blended office and remote working;
- Developmental opportunities including an education fund;
- Wonderful workplace in the city centre of Arnhem, great colleagues and drinks!

Interested?

Send an email with your CV and cover letter to vacancy@agriterra.org to the attention to Gabriela Versteeg, Manager Agri-Advice, with reference code AG1122.