Head of Training & Certification Programs

Start Date: ASAP, 40 hrs p/w. (€ 67,500.-/€ 72,500.- gross p/y on full time basis)
Location: Amsterdam, the Netherlands
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose
This position offers an exciting opportunity to be part of a team responsible for global capacity building by coordinating and implementing the GRI online Academy, the GRI Professional Certification program and the GRI Certified Training Program.

We are looking for a motivated and pro-active colleague to work in close collaboration with the Director of Training & Services. This role includes, but is not limited to, developing the strategy and plans for the team, managing the day-to-day activities to developing, implementing, and reviewing high quality training programs and materials, analysis of ongoing programs in order to ensure a constant improvement of the quality of training, developing support materials for Certified Training and other partners.

Are you an expert in overseeing and creating learning and certification programs, application of tested instructional design methods or e-learnings and other training materials? You will work closely with our Content Development and Program Delivery team to develop and evolve GRI’s Training and Certification programs, both face to face and online.

The successful candidate will be responsible for the ongoing budget management of the Training and Certification programs and will report to the Director Training and Services

Job responsibilities
• Acts in an advisory capacity to the manager concerning proposed new strategies, policies, or procedures for GRI, including those led by or affecting the team
• Directs operating and programs, such as: Certified Training Partners Program, Professional Certification Program, GRI Academy and other team activities, whilst being responsible for the development, planning, implementation and evaluation of the team’s goals, policies, rules, operational procedures and results achieved as well as the development and implementation of new programs.
• Responsible for coordinating the development and improvement of learning and certification programs
• As assigned, directs budget preparation and expenditures of the team; recommends future funding requirements as a result of new or modified program developments; independently evaluates the financial position of the team within the department
• Establishes cooperative (external) relationships and acts as a liaison to determine and prioritize needs and services
• Lead the negotiations needed for the finalization of the agreements with new Training or content Partners
• Represents GRI in meetings with partners, donors and other relevant stakeholders
• Develop and implement promotion and marketing strategies for all Training and Certification programs
• Responsible for the reports for Institutional donors related to the Training & Certification team
• Other duties as required
Key competencies / Requirements
• Advanced degree in a relevant field
• At least 10 years in a training and development capacity, preferably in an international non-profit environment
• Proven experience and track record in:
  o Instructional design, e-learning and certification programs
  o Learning Management Systems
  o Data analytics and measuring quality of training programs
  o Successful implementation of non-academic training programs
  o Project management and budgeting
  o Customer relations and/or sales
  o Public speaking
  o Line management of direct reports
• Problem solving personality – from general framework into small details
• Able to work in an international and multi-cultural setting
• Fluency in written and spoken English, and preferably highly proficient in one or more other language(s)
• Affinity with the mission and vision of GRI

About GRI
GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.
GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world’s most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.
GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.
GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.
Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.
Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply
Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET, Monday, 22 February 2021). GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.
GRI, Attn. Human Resources
Visitors’ address: Barbara Strozzielaan 336, 1083 HN, Amsterdam, The Netherlands
T: +31 (0)20 531 00 00 www.globalreporting.org