

JOB DESCRIPTION

Job title: Training Manager
Location: Global (remote)
Reporting to: Head - Technology, Training & Innovation

Key relationships: Program and clinical team; communications & development staff; external stakeholders and partners

ABOUT LIFEBOX

Lifebox is a global nonprofit founded to tackle the crisis of unsafe surgery. By investing in tools, training, and partnerships, we address the critical gaps in surgical systems to make surgery and anesthesia safer worldwide. Lifebox's work focuses on three core areas: anesthesia safety, surgical teamwork, and reducing surgical infection. Since 2011, Lifebox has worked in over 116 countries, trained more than 12,000 healthcare providers, and made 60 million surgeries safer. www.lifebox.org

PURPOSE OF ROLE

Delivery of high-quality training is central to Lifebox's work. We offer face-to-face workshops around a range of topics, with the aim of addressing key gaps in anesthesia and surgical processes and safety. We also offer online training, including via the [Lifebox Learning Network](#). Workshops currently include use of the WHO Surgical Safety Checklist, surgical instrument reprocessing, teamwork and communication in the OR, perioperative infection prevention and control refresher, use of devices including the pulse oximeter and more. Other, new training offerings are currently in development. The Training Manager will lead Lifebox's training strategy development and implementation in the space of anesthesia safety, surgical teamwork, and reducing surgical infection, in close collaboration with the clinical and program team.

ROLES & RESPONSIBILITIES

Training strategy development

- Development of Lifebox's training strategy including the vision for the Lifebox Learning Network;
- Work in close collaboration with the clinical and program team to facilitate the streamlining of existing trainings and development of new trainings that contribute to Lifebox's aims and meet a critical need for end-users;
- Create and lead on the implementation of a trainer recruitment strategy, training quality assessment process and trainer policies;
- Build and facilitate a global and diverse multi-disciplinary community of learning focussed on surgical and anesthesia safety;
- Engage and network with key external stakeholders in the training space including NGOs, academic and other partners.

Training strategy implementation

- Create processes and provide guidance to program and clinical team members to ensure that Lifebox training workshops are organised and delivered to a high standard and with maximum impact;
- Hire and onboard high quality trainers, facilitate Training of Trainers and ongoing quality

- assessment;
- Train the trainers and program teams across different regions and countries on conducting training workshops while balancing standardisation and adaptability;
- Ensure monitoring & evaluation processes are in place for Lifebox training workshops and that M&E data is used to improve their content quality and delivery;
- Coordinate Lifebox's training work, particularly:
 - ensuring that training materials are of the highest quality from content and design perspectives, with the input of experts;
 - being responsible for version control of all training materials;
 - day to day management of the Lifebox Learning Network;
 - coordinating translation of training materials to other languages;
 - ensuring that best practices are shared within the program and clinical teams, and are followed in training delivery.

PERSON SPECIFICATION

Essential

- 5+ years of experience in training strategy development and implementation preferably in the global health or medical training space;
- Knowledge and experience of best practices in adult learning, using face to face, online and blended learning methodologies;
- Understanding of quality assurance principles and monitoring & evaluation methods related to training;
- Ability to work and communicate with colleagues, partners and stakeholders across disparate geographical and cultural settings;
- Strong administrative and organisational skills;
- Self-motivated with proven ability to take initiative, create new processes, and ensure their uptake;
- Excellent written and spoken English;
- Good communication skills, able to communicate clearly and appropriately;
- Strong commitment to Lifebox's mission and vision

Desirable

- Experience of delivering training;
- Instructional design skills;
- Clinical Background especially in perioperative area;
- Fluency in additional languages, particularly French and/or Spanish

APPLICATION PROCESS

To apply please email your CV and a cover letter as a single document explaining your motivation and how you are best suited for this position to opportunities@lifebox.org.

Please note the following:

Correspondence will only be entered with candidates who have been short-listed. If you have not received a reply within two weeks of the closing date, please consider your application as unsuccessful.

Closing date: 15th March 2023

Lifebox is an equal opportunity employer and values diversity