

## **JOB DESCRIPTION**

**Job title:** Training Coordinator

**Location:** Global (remote)

**Reporting to:** Training Manager

**Key relationships:** Program and clinical team; 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 118 million surgeries safer. [www.lifebox.org](http://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.

The Training Coordinator will support the Training Manager in the implementation of the training strategy and delivery of high-quality training programs, in close collaboration with the program and clinical team as well as external stakeholders and partners. This position will require travel overseas.

### **ROLES & RESPONSIBILITIES**

#### **Training implementation**

- Organise Lifebox training workshops including planning logistics, identifying participants, communication, and follow-up;
- Provide support in hiring and onboarding trainers as well as planning Training of Trainers and ongoing quality assessment of trainers;
- Coordinate with program and clinical teams or external stakeholders and partners across different regions and countries to ensure that training workshops are delivered to a high standard and with maximum impact;
- Collect and assess monitoring & evaluation data and feedback from Lifebox training workshops to ensure improvement of training content quality and delivery;
- Coordinate Lifebox's training work, particularly:
  - being responsible for version control of all training materials;
  - day to day management of the Lifebox Learning Network;
  - sharing best practices within the program and clinical teams

#### **General support/administration**

- Provide general support across the Technology, Training and Innovation team

- Lead administrative tasks at the request of the line manager

## **PERSON SPECIFICATION**

### Essential

- 2+ years of experience in organising trainings preferably in the global health or medical training space;
- 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;
- Excellent 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

- An understanding of global health and global surgery through clinical experience, study or other previous work experience;
- 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](mailto: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: 14th July 2023

*Lifebox is an equal opportunity employer and values diversity*