UNPAID VOLUNTEER - Learning Designer / Learning Technologist

Apply Now

Company: Blockchain & Climate Institute

Location: United Kingdom

Category: other-general

THIS IS AN UNPAID VOLUNTEERING ROLE.Role Title: Learning Designer / Learning TechnologistRole Nature: VolunteerLocation: Home-basedWe are looking for passionate VOLUNTEERS who take a strategic approach to their work, build professional relationships with stakeholders, and generate opportunities for the organization's development. A key member of the Learning & Development Officer (LO) Grade, the Senior Learning and Development Officers will support the Principal Learning and Development Officer, Director of Capacity Building at the Capacity Building Division.As with all roles in BCI, this is a voluntary unpaid role.Responsibilities:To support the identification of learning and training needs across the Institute;To assist with the curating and/or creating of learning and training opportunities for the volunteers;To deliver training initiatives to fulfil the training needs identified within the skills and competencies framework;To administer evaluations of the effectiveness and efficacy of current and future learning and training sessions, courses and resources;To provide regular administrative support for the learning and development functions;To assist in the coordination of BCI learning and training sessions;To support with general resource management dutiesRequirementsSkills & AbilitiesExcellent oral communication skills, including the ability to develop effective working relationships, work flexibly across professional and operational boundaries, and communicate professionally with internal and external stakeholders at all levels;Excellent English writing;Close attention to detail; Excellent organizational skills]and ability to balance competing demands under pressureGeneral & Specialist KnowledgeProficiency in the use of Microsoft Office; Strong interest in topics central to the BCI, such as climate change, climate finance, and blockchain

technologyEducation & TrainingA degree or professional training in Coaching, Learning and Development, Online Learning, and Business; Additional knowledge about Climate Change or Environmental Science is preferableRelevant ExperienceProven ability in organization/business administration;Experience working in a target-driven role;Proven ability to coordinate and develop strategies in an environment-related organization(s);Experience in building constructive relationships with stakeholders; andExperience in working independently and with teams to drive forward projects using one's own initiativeBenefitsWhat difference will you make?Climate change and sustainability are two hot topic groups that have been headlining media outlets, dominating conferences & events, and gaining increasing traction in research and pilot projects. BCI is here as an expert platform to help governments, inter-governmental and regional organizations as well as relevant corporates to negotiate the complex landscape of emerging technologies for environmental good. We cement our expertise by putting in the hard work in researching, identifying, and analyzing the applications of emerging technologies so that informed decisions can be made by the stakeholders in the climate change and action network.Benefits you will get from volunteering with BCI are enormous and some include:Your mind will be mentally stimulated, hence providing you with a sense of purpose;You will advance and boost your professional career by helping you to make professional connections and giving you real-world experience at the intersection between climate and emerging technologies; andHelp you develop long-lasting professional relationships with others. People who come together to make the world a better place forge a close connectionSelection ProcessAs a voluntary organization, we are pleased to open the door for candidates who may not have the prior experience they need to start, progress, or switch their careers. To recruit the most suitable, talented, or potential new members out of the volume of applications received, it is the BCI's policy to also consider inexperienced candidates to fill our voluntary unpaid roles as long as they can demonstrate the skills required in the written assessment. In the selection process, most candidates will be invited to complete the following assessment.Section A: Verbal and Numerical Reasoning (20 multiple-choice questions)Section B: Situation Judgement Test (20 multiple-choice questions)Section C: In-Tray Exercise (An open-ended assessment relevant to the duties of the role)Candidates who pass all three sections will be invited to attend a phone screening, first interview, and final interview online.

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