

SECONDED NATIONAL EXPERT- JOB PROFILE**Training Officer****(Training Unit in Capacity Building Division)**

Under the supervision of and reporting to the Head of Training Support Sector, the Training Officer will contribute to the implementation of pedagogical and methodological frameworks in the process of aligning Frontex curricula and courses with European principles of education and training and Sectoral Qualifications Framework for Border Guarding; will facilitate the design and review of training products for Frontex and MS/SAC adopting a competency-based, learner-centered approach to adult learning; evaluate effectiveness of training with reference to Frontex Training Quality Assurance Procedures.

At the same time the Training Officer will contribute to the trainers' certification process in order to support the creation of a pool of subject matter experts to deliver the specialised courses and the training programme for Standing Corps Category 1.

Working closely with the operational stakeholders of Training Unit the Training Officer will deliver online and onsite courses/workshops in the area of course design and review and train the trainers methodologies, as they are planned in the Frontex Single Programming Document and the Annual Programme of Work thus ensuring consistency of standards, harmonization and interoperability across Europe.

The post requires a very good command of English, both in written and oral production; competences in learning-outcomes based approach to course design; good skills in digital learning and competences in facilitation of learning using Learning Management Systems; competences in pedagogical frameworks for vocational/adult learning; ability to communicate effectively with learners, trainers and others involved in Frontex training activities.

The Training Officer needs to be well acquainted with the law enforcement/border and coast guard training area and with the specifics of the vocational qualifications and to hold a Degree in Education/Social Sciences/Law or equivalent, or non-formal / informal education and training in related fields (including proven on the job experience in training design delivery and train the trainers).

Tasks and responsibilities:

- Act autonomously as a Frontex trainer in delivery, assessment and evaluation of training products;
- Lead teams of learners and other trainers, encouraging learners, and promoting effective and efficient learning;

-
- Provide support in the implementation of the Sectoral Qualifications Framework for Border Guarding and training quality assurance standards for design and delivery, including the development of the required course documentation;
 - Deliver/facilitate the course in Course Design in line with Bologna/Copenhagen Principles using the SQF for BG and Border and Coast Guard Training Delivery Methodology as well as crash courses on SQF and QA procedures and designing and performing assessments and marking rubrics;
 - Liaise with internal and external stakeholders to identify needs for border and coast guard education and training and competently apply the procedures and training methodologies in order to rapidly find solutions for the professional challenges they encounter;
 - Produce quality assurance reports, feedback analysis and provide constructive feedback to activity managers and subject matter experts.

Selection criteria:

Professional qualifications, competencies and experience required:

Essential:

- Proven experience of at least three years in using qualification frameworks for designing and reviewing competence-based training programmes and delivering training activities compliant with adult learning theories. (Candidates need to provide at least 2 examples of designed, reviewed and delivered learning interventions);
- Law enforcement/border/coast guard training experience gained at national or international level;
- Experience in training delivery methodology, training the trainers, and facilitation of trainer development;
- Extensive experience with digitalized synchronous and asynchronous online learning activities such as workshops, seminars, and modular courses;
- Proficiency in English written and oral production.

Assets:

- Experience with quality assurance in vocational education and training;
- Experience with delivering learning interventions via learning management systems;
- Experience in facilitating and moderating learning activities in English language.

Personal skills & competencies required:

- Good organisation and co-ordination skills including managing priorities, work under heavy workload and time pressure and solution oriented;
- Motivated to deliver high quality results and able to discriminate between important (critical) and less critical situations, to anticipate the consequences and impact in the context of a systemic ensemble;
- Customer orientation attitude, conflict avoidant with constructive debate skills and ability to develop and maintain effective working relationships with colleagues and

external stakeholders in a multicultural environment;

- Motivation to keep updated in the field of adult learning methodologies and digital solutions.