

## Job Description

<b>Position Title</b>	Agricultural Training Coordinator
<b>Division</b>	ECHO Asia Regional Impact Center
<b>Department</b>	Program Department
<b>Reports directly to</b>	ECHO Asia Regional Director
<b>Reports ultimately to</b>	ECHO Asia Regional Director
<b>Will work in conjunction with</b>	Program Manager, Operations Manager, Research and Extension Coordinator, Hospitality Coordinator, Farm Supervisor and Seed Bank Supervisor
<b>Starting Date</b>	01 May 2020
<b>Duration</b>	Full-time
<b>Date Document Finalized</b>	24 February 2020

## General Description

The purpose of this position is to strengthen the capacity of ECHO to deliver ‘high-impact trainings and learning events for improved food production and livelihoods’ among its network members and like-minded organizations. The position has a pivotal role in ECHO’s Training and Learning Program held at its Small Farm Resource Center and Seed Bank in Chiang Mai, Thailand and overseas within the Asia region. Highly competent in Training Management, this person is equally equipped with agricultural technical knowledge and skills, which will be handy in delivery of trainings related to agricultural and community development. This position will be based at the ECHO Farm.

## Main Duties & Responsibilities

### 1. Key Result Area 1: Training Management

*Key Performance Indicator:* Effective and successful planning and implementation of ECHO trainings.

*Tasks:*

1. Assumes primary responsibility over day-to-day management and coordination of the ‘process aspects’ of ECHO trainings<sup>1</sup> from inception to completion. These tasks according to the three phases of the training cycle involves the following:
  - 1.1 Pre-training Phase:
    - 1.1.1 Conduct training needs assessment (TNA) of participants/learners with the requesting partner/organization.
    - 1.1.2 Prepare the Training Design and Schedule according to the results of the TNA.
    - 1.1.3 Compile and/or prepare training materials and learning aids for the training in coordination with the Technical Specialists.

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<sup>1</sup> The ‘content fold’ of the training or the technical subject matter/technical contents will be the main responsibilities of the Technical Specialists to deliver. These Technical Specialists are either ECHO staff or invited external resource persons.

- 1.1.4 Organize the ECHO training team, initiate planning sessions thereto, and ensure assignment of topics.
- 1.1.5 Identify and mobilize external resource persons, if necessary.
- 1.2 Training Proper:
  - 1.2.1 Day-to-day coordination of schedules and logistical support with the Technical Specialists and Hospitality Coordinator.
  - 1.2.2 Oversee the flow and progress of the training, resolve issues if any, and effect adjustments or changes in the training as needed.
  - 1.2.3 Serves as the ECHO link-pin or point-person of training participants during the training.
  - 1.2.4 Deliver technical topics within the areas of expertise.
  - 1.2.5 Facilitate evaluation/reflection session of the training using participatory tools and techniques.
- 1.3 Post-Training Phase:
  - 1.3.1 Prepare brief report and documentation of the training incorporating the feedback of participants, as well as insights and lessons gained on how to improve the training.
  - 1.3.2 Follow-up action plans of the participants/organization and identify opportunities for ECHO's technical support.
  - 1.3.3 Write brief 'impact story' derived from the training participants.

## 2. Key Result Area 2: Training Program Development

Key Performance Indicator: Innovative and up-to-date training program and courses offered and conducted by ECHO Asia.

### Tasks:

- 2.1 Gather information and feedback from training participants and network members in the course of undertaking and/or participation in field visits, trainings, workshops, conferences and networking events.
- 2.2 Develop new training courses informed by the needs of ECHO network members, as well as trends and opportunities in the agriculture sector.
- 2.3 Identify innovative agricultural practices from the field and share them with the Research and Extension Coordinator for verification and eventual dissemination, as appropriate.

## 3. Key Result Area 3: Delivery of High-Impact Trainings

Key Performance Indicator: Highly satisfied training participants as evidenced by their evaluation and feedback of the training.

### Tasks

- 3.1 Ensure coherent design, relevant technical contents, effective methodologies and realistic schedule of training courses and workshops.
- 3.2 Monitor progress of on-going training through observations, informal talks, and participants' feedbacking and effect adjustments in the program as necessary.
- 3.3 Together with Technical Specialists, lead in periodic review of training materials (i.e., powerpoint presentation, handouts and training aids) to ensure accuracy of content and

language, including translation, grammar and spell-check.

- 3.4 Maintain inventory of ECHO training resources and materials, including the ECHO FL Training Core Curriculum.
- 3.5 Mentor junior colleagues in delivery and use of training methodologies, tools and techniques.
- 3.6 Contribute technical aspects of trainings in the communication and response of ECHO (through the Hospitality Coordinator, Director and others) to inquiries and requests by network members and like-minded organizations.
- 3.7 Support the Hospitality Coordinator in organizing and conducting ECHO Farm tours.
- 3.8 Extend response to technical requests (TRUs) by practitioners and network members according to technical expertise.

### **Work Environment & Physical Requirements**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions at the ECHO Asia Small Farm Resource Center. The noise and activity level in the work environment is varied depending on trainings and construction happening at the farm site. The farm office is usually quiet; however, at times the environment can become harried due to expected (and unexpected) urgent projects, trainings, tours and deadline demands.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands, talk and hear. Fine motor skills such as typing, the use of a computer mouse and telephone handset are required. The employee is frequently required to reach with hands and arms. The employee is required to sit, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **Key Working Relationships**

The Agricultural Training Coordinator will report directly to the ECHO Asia Director and will work alongside the Program Manager, Operations Manager, Research and Extension Coordinator, Seed Bank Supervisor and Hospitality Coordinator. Additionally, the position will interact with the Farm and Administrative staff.

### **Experience & Qualifications**

Education: Graduate degree in any technical field related to agriculture – agronomy, horticulture, plant science, animal science, soil science, environmental science, agricultural extension and adult education, or closely related field. M.S. or M. Ed. holder is preferred for this position. Commensurate experience in the field of agriculture is also acceptable.

Experience: More than seven years of experience working in and around agricultural and/or international development, particularly in training and extension education, including but not limited to on-farm work experience, planning and implementation of topical workshops, facilitation of hands-on demonstration training, compilation of technical resource materials (on-line and hard copies). Experience working in developing countries in Asia with smallholder farmers is preferred.

Thai national.

Willingness to adhere to ECHO's statement of faith: <https://echonet.squarespace.com/statement-of-faith>.

Preferred Skillsets:

- Capacity for fluent English, both speaking and writing.
- Ability and flexibility to work in a cross-cultural setting.
- Ability to work and relate to international and local colleagues.
- Self-motivated and able to work independently at times.
- Ability to teach and train on a wide range of topics and materials and in diverse venues.
- Willingness to work in multi-lingual environment.
- Willingness to travel to and work in the developing countries.
- Willingness to continually learn and keep up to date with current agricultural and community development practices.
- Willingness to spend time in the office or out in the field for long periods of time.
- Highly comfortable working in a team set-up.
- Light-heartedness and possesses commitment to improving lives of people.

Travel:

- Potential for regional travel to training sites and/or consultations, up to about 45 days per year.

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