



## Instructional Designer Lead (Content & Development) – Job Description

<b>Job Title</b>	Instructional Designer Lead (Content & Development)
<b>Reporting To</b>	Content & Development Executive
<b>Job Type</b>	Full Time
<b>Job Responsibilities:</b>	
<p><b><u>Design and Implementation</u></b></p> <ul style="list-style-type: none"> <li>● Attend with the business development representatives, client’s meetings, to understand their exact needs from the content department.</li> <li>● Design and develop clear, and concise learning content that aligns with the client needs &amp; company’s vision.</li> <li>● Finalize the content program, choose the relevant facilitators and agree with them on the needed scope of work.</li> <li>● Follow Up the facilitators performance during any activity.</li> <li>● Coordinate with the project manager and logistics team, any content related issue.</li> </ul> <p><b><u>Facilitation:</u></b></p> <ul style="list-style-type: none"> <li>● Act as a lead facilitator in different Rehla activities (Retreats, community events)</li> <li>● Deliver content and extend support to other facilitators in all types of activities.</li> </ul> <p><b><u>Evaluation and Reporting</u></b></p> <ul style="list-style-type: none"> <li>● Evaluate the performance of the new facilitators in the testing phase.</li> <li>● Follow up on evaluations needed pre and post events.</li> <li>● Deliver reports needed from the content department on a quarter basis.</li> </ul> <p><b><u>Capacity Building:</u></b></p> <ul style="list-style-type: none"> <li>● Grow and diversify the database with different subject matter experts, speakers from different fields.</li> <li>● Ensure having an active database of facilitators, mentors, experts, and speakers.</li> <li>● Responsible for contracting facilitators, ensuring updating their rates, and areas of expertise on yearly basis.</li> <li>● Organize new session testing workshops before the retreats.</li> <li>● Maintain a good relation with Alumni, help connecting them with different stakeholders when needed.</li> <li>● Develop materials and processes for specific areas/topics identified as needed.</li> <li>● Lead the facilitators capacity building program and ensure its implementation in a timely manner if needed.</li> </ul>	
<b>Skills &amp; Competencies:</b>	
<ul style="list-style-type: none"> <li>● <b><u>Ownership &amp; Commitment:</u></b> The willingness to put the organization's goals as a priority and achieve excellence by taking personal responsibility for the quality and timeliness of work commitments.</li> <li>● <b><u>Agility:</u></b> Demonstrating positive attitude and quickly adapting one's approach to changes in business environment, processes and structure.</li> <li>● <b><u>Client Focus:</u></b> Identifying and responding to current and future client needs; providing service excellence to internal and external clients.</li> </ul>	



- **Innovation:** Generates innovative solutions in work situations; tries different and new ways to deal with work problems and opportunities.

**Job Requirements:**

- Bachelor's Degree. (Preferable in education or any equivalent).
- 4- 6 of work related experience.
- Former public facilitation experiences are desirable.
- Significant work experience related to capacity-building actions with concrete involvement in the design/ delivery of capacity-building activities.
- Knowledgeable in research and data analysis
- Experience of working in/ with local/ regional public authorities or any organization will be a plus
- Experience in the start-up ecosystem in Egypt is preferred.

<b>Working Hours:</b>	8 hours/day – 22 day
<b>Environmental Conditions:</b>	60% Indoor – 40% Outdoor
<b>Location:</b>	El Rehla Office – Downtown