



Title: Training Manager, Algeria

Department: BBC Media Action

Reports To: Country Director, North Africa

Based: In Tunis with frequent travel to Algeria

Duration: 6 months with possibly extension for one further year depending on funding

Grade: 8

ABOUT US

BBC Media Action, the BBC's international development charity, believes in the power of media and communication to help reduce poverty and support people in claiming their rights. Our aim is to inform, connect and empower people around the world. To achieve this, we partner with civil society, local media and governments to:

- Produce creative programmes in multi-media formats which inform and engage audiences around key development issues
- Strengthen the media sector through building professional capacity and infrastructure

BBC Media Action promotes development and human rights through three main thematic areas of health, governance and rights, and humanitarian and emergency preparedness.

BBC Media Action in North Africa

Since the end of 2011, BBC Media Action has been working in Tunisia, Algeria and Libya to support better public service programming in the media, especially the public and independent media. It pays great attention to serving all audiences with content that helps them understand the challenges they face and encourages them to engage in processes that affect their daily lives. A particular focus of these past years has been the youth audiences in all the countries we work in and specifically in the North Africa region, under the umbrella of our governance interventions.

A significant share of our work is centred on capacity building and mentoring partners in Algeria. This work is based in Algeria, as well as in our newly-built training centre in Tunis.

JOB PURPOSE/SUMMARY

The role supports our work with media partners in Algeria – radio (Radio Algérie), television (EPTV), the national news agency, (Algérie Presse Service, APS) and the School of Journalism at the University of Algiers, to build capacity in all aspects of programme production and management.

KEY RESPONSIBILITIES

- Plan, design, and implement training programmes for BBC Media Action in Algeria, in line with project(s) objectives and needs assessments.
- Devise an overall or individualized training and development plan that addresses needs and expectations for each partner, while also considering longer-term ways in which partners can work together.
- Organize training workshops and sessions in Algiers and in regional and provincial locations.
- Provide regular mentoring to Algerian partners to ensure they can produce high-quality content which addresses their audience's needs.
- Travel regularly to all provinces of Algeria in which the project is working to ensure high quality project delivery and smooth cooperation with project partners.
- Work with Project Manager and Country Director to develop terms of reference for national and international training consultants.
- Monitor the training programme's effectiveness and successes regularly, and report regularly on activities and impact.
- Manage heads of different production teams to coordinate and creatively influence concept development and planning for existing outputs and new productions.
- Review trainers/consultants' reports within agreed timelines and communicate them appropriately to partners.
- Ensure editorial integrity of media training and outputs for BBC Media Action in Algeria, ensuring timeliness and raising and maintaining editorial and technical quality across all programme content for radio, television, social media, and other platforms as relevant.
- Ensure that all activities are compliant with Algerian legislation and support Country Director, Project Manager and Head of Business and Finance in developing compliant in-country activities.
- Other tasks or responsibilities, as directed by Country Director.

ESSENTIAL SKILLS/EXPERIENCE

- An impressive track-record in an editorial role in the media sector, preferably in Algeria
- Proven experience of and enthusiasm for training and mentoring
- Knowledge of BBC editorial values, aims and objectives, and an ability to apply these to media development projects.
- Experience of successful project management, ideally in the media development field, including developing, delivering, monitoring and closing projects with international components.
- The ability to work independently and proactively, to prioritise workloads, meet deadlines, plan, multitask, effectively manage time and respond flexibly to rapidly changing priorities
- Demonstrable creative ability, with a proven track-record in coming up with innovative ideas for content
- Experience of leading, managing and inspiring radio or TV production teams, particularly in the media development field and preferably in Algeria
- Familiarity with a wide range of training methods (mentoring, coaching, on-the-job, in classroom training, e-learning, workshops, simulations etc.)
- Strong communication skills, particularly in relationship management and developing written plans and reports for internal and external audiences.
- Arabic and French fluency (English desirable)



- Excellent interpersonal skills
- Ability and willingness to travel throughout the Maghreb, especially Algeria.

KEY COMPETENCIES

The following competencies (behaviours and characteristics) have been identified as key to success in the job. Successful candidates are expected to demonstrate these competencies.

- **Editorial Judgement** - demonstrates balanced and objective judgement based on a thorough understanding of BBC editorial guidelines, target audience, programme and department objectives. Makes the right editorial decisions, taking account of conflicting views where necessary.
- **Managing relationships** – able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team. Values individual's differences and demonstrates a commitment to knowledge sharing and informal learning, for the benefit of the team.
- **Planning and Organization** – Able to think ahead in order to establish an efficient and appropriate course of action for self and others; planning of activities taking into account all the relevant issues and factors such as deadlines, staffing and resources requirements.
- **Developing Others** - able to recognise potential (managerial, professional, artistic or otherwise) and is willing to foster the development of that potential. Creates a climate in which potential can be realised.
- **Decision Making** – Is ready and able to take the initiative, originate action and be responsible for the consequences of the decision made.