

Terms of Reference | Crisis Leadership Program (CLP) Facilitator

Centre for Humanitarian Leadership (CHL)

CHL has been delivering Humanitarian Leadership Training for over a decade, having graduated more than 850 leaders from over 85 countries. Since 2012, Deakin University's Centre for Humanitarian Leadership (CHL) has offered the English-language [Graduate Certificate of Humanitarian Leadership \(GCHL\)](#) to emerging humanitarian leaders with the aim to develop stronger localized leadership for a diverse, dynamic, and effective humanitarian response. In 2017, CHL established a partnership consortium with Action Contre La Faim (ACF), evolving the program to include a French-language program [Diplôme d'Études Supérieures de Leadership Humanitaire](#) (DESLH), and expand partnerships with national and international organizations. In 2022, to further diversify the humanitarian staff able to access CHL trainings, the [Crisis Leadership Program \(CLP\)](#) was established, with an initial focus on emergency responders to the crisis in Ukraine.

Crisis Leadership Program (CLP)

The CLP offers hands-on short courses with flexible delivery models to meet the needs of first responders working in crisis response and recovery. Participants will gain insights to better understand and navigate the disaster response system, as well as build their own leadership skills. The CLP offers participants a convenient eight-week blended learning program of online study, live sessions, and an online or in-person intensive module. (delivery mode determined by the security situation for each cohort)

The CLP is designed to be accessible to people at different points in their crisis response or humanitarian career, offering three differentiated programs: **Seed** (0-2 years experience), **Grow** (2-8 years experience), and **Extend** (8+ years experience).

The Role

CHL seeks experienced humanitarian practitioners to serve as CLP Facilitators responsible for the delivery of high-quality leadership development training across the program's hybrid format, including virtual masterclasses and in-person intensive modules.

Facilitator Positions Available for in-person Seed and Grow cohorts:

1. Lead Facilitator

Responsibilities:

Program Preparation:

- Coordinate and participate in all facilitator briefing sessions (Introduction to CLP, Masterclass briefings, Intensive workshop briefings)
- Review and contextualize session materials, slide decks, and resources for specific cohort needs

- Invite and coordinate guest speakers for designated sessions in consultation with CHL Program Team
- Send relevant online learning and masterclass information to participants

Program Delivery :

- Facilitate virtual masterclasses (3 hours each) building on online learning modules
- Co-facilitate 3-day online or in-person intensive workshop incorporating simulation exercises (delivery mode determined by the security situation for each cohort)
- Respond to participant communications and escalate queries to CHL Team as necessary
- Complete facilitator feedback forms post-delivery

Special Requirements for Non-English Delivery:

- For programs delivered in languages other than English: manage all email communications with participants throughout the program duration, in coordination with CLP coordinator.
- Use provided English template emails.

2. Co-Facilitator**Responsibilities:**

- Support Lead Facilitator in all aspects of program delivery
- Share designated tasks as agreed with Lead Facilitator including participant communications, material preparation, and session facilitation
- Participate in all briefing sessions and preparation activities
- Support decision-making process while deferring to Lead Facilitator for final decisions on timing, design changes, and issue management

Program Structure & Delivery Requirements**CLP Seed and Grow Format:**

- **Modules 1-3: 4 half-day online training sessions**, spread over **7 weeks**
- **Self-directed learning** between sessions, via a dedicated online platform
- **Module 4:** 3 or 4-day online or in-person intensive with simulation exercise (delivery mode determined by the security situation for each cohort)
- **Total Duration:** 8 consecutive weeks including launch call

Key Delivery Principles:

- Acknowledge diverse participant experience levels and avoid assumed knowledge
- Leverage peer learning and experience-sharing throughout sessions
- Maintain sensitivity to context-specific challenges (trauma, stress, ongoing crisis response)
- Build trust and create safe spaces for open discussion
- Integrate personal professional experiences to illustrate concepts
- Maintain strict adherence to session timing and sequencing

Required Qualifications

Essential:

- Minimum 5 years experience in humanitarian response and/or crisis management
- Demonstrated experience in adult learning facilitation and training delivery
- Strong understanding of international humanitarian system and coordination mechanisms
- Experience working in conflict, disaster, and crisis settings
- Excellent communication and interpersonal skills
- Ability to facilitate in English or any additional language requirements for specific programs)
- Ability to communicate with the CHL team in English

Desirable:

- Previous experience delivering leadership development programs
- Familiarity with virtual facilitation tools, Zoom in particular
- Experience with simulation exercises and experiential learning methodologies
- Regional expertise relevant to specific program contexts

Special Requirements

- **Travel:** Required to travel to in-person intensive locations (delivery mode determined by the security situation for each cohort)
- **Flexibility:** May require work outside normal business hours during intensive delivery
- **Technology:** Access to reliable internet and virtual meeting platforms for online components

Key Relationships

Facilitators will work closely with:

- CHL Director and CLP Coordinator and Operations Coordinator
- Co-facilitator (Lead and Co-facilitator partnership)
- Guest speakers and subject matter experts
- Program participants

Commitment & Timeline

Preparation Phase: 6 weeks prior to program commencement

- Participate in mandatory briefing sessions
- Review materials for context
- Coordinate guest speakers

Delivery Phase: 8 weeks program duration

- Facilitate one Launch Call and 3 virtual masterclasses (3 hours each)
- Deliver 3-day online or in-person intensive (delivery mode determined by the security situation for each cohort)
- Ongoing participant support and communications

Post-Delivery: Complete evaluation and feedback processes

Applications

To apply for this consultancy, please submit:

- Detailed CV highlighting relevant humanitarian and facilitation experience
- Cover letter addressing specific qualifications and experience
- Daily rate for preparation and delivery phases
- Availability for upcoming program dates
- Two professional references

Applications should be submitted from our Expression of Interest Form on our website.

Experienced humanitarian practitioners from diverse backgrounds are strongly encouraged to apply, particularly those with regional expertise and language capabilities for non-English program delivery.