

Do you have experience in the field of training and education or learning and development and are you a hands-on professional? Are you excited about the idea of collaborating with real estate experts and colleagues to further develop training and education in the real estate industry? INREV is looking for a **Training and Education Associate** to join our team in Amsterdam.

About INREV

INREV is Europe's leading platform for sharing knowledge on the non-listed real estate industry. Our goal is to improve transparency, professionalism and best practice across the industry, making the non-listed real estate investment industry more accessible and attractive to investors. We are a highly active association with just over 500 member companies worldwide. Our members include 90 of the largest institutional investors as well as 40 of the 50 largest real estate fund managers.

The INREV team is currently made up of 35 employees, with 31 in the Amsterdam office and 4 in the Brussels office. There is a strong sense of team motivation, collaboration and excitement. New team members will be expected to share in this, contributing ideas on setting high service standards, expanding knowledge and awareness of INREV, and contributing to the association's high-quality services.

The team values are an important factor in the daily teamwork and operations and are described as follow:

- Entrepreneurial - We are creative, innovative and resourceful and think beyond borders to get the job done
- Leaders - We strive to achieve the best, get things done and make a lasting difference for our community
- Family - We work together as a team and with our members in a professional and caring manner
- Inclusive - We take pride in being an oasis of diversity
- Passionate - We are proud of who we are, what we do and how we do it

Team

Training is one of INREV's important member services and in the coming years we expect a significant increase in our offer, as members demand continues to grow. To be able to sustain this growth, providing the training at the quality level our members are used to and expecting, the training department is expanding its team. The Training Associate is part of INREV's Events and Education team (4 FTE): Director of Events and Education, 2 Events Managers and a Training and Education Manager.

On a daily base you will report directly to the Training and Education Manager while your midterm, and end term evaluation as well as regular updates also involve the Director of Events and Education.

Role

As a Training and Education Associate, your main responsibility is to manage and support the organisation and delivery of the annual programme of training courses (online and classroom). It also involves refining and revising the current programme in line with market developments and participant feedback.

The role includes supporting the further development of the INREV Academy and creating an optimal blended approach between online and offline (live) courses.

INREV partners with Henley Business School in London offering the INREV / Henley Certificate in European Non-Listed Real Estate Investment. This certificate is the only official qualification in the industry and therefore an important aspect in our educational offer. The Training and Education Associate supports the Training and Education Manager to manage the certificate programme, to ensure quality stays high and increase awareness and adoption across the industry.

The training department also manages the INREV Mentorship programme. In your role as Training and Education Associate you will be the first point of contact for mentees in the programme and will organise the midterm and end term evaluations.

The role also includes the organisation of university lectures as part of INREV's University Outreach Programme across the academic membership.

Responsibilities

- Manage and support the delivery of our annual training offer – both online courses and live courses onsite across Europe.
- Manage the organisation of venues for live courses including catering and AV.
- Manage the organisation of the online learning platform (TalentLMS), Zoom platform, course marketing and evaluations, registrations and attendees, as well as the formatting of training materials for both live and online courses.
- Manage the delivery and promotion of the INREV University Outreach Programme.
- Support the management of the mentorship programme; registration process, matching procedures, mid-year and end-year evaluations. Support with speaker liaison for both online and live courses.
- Support the organisation of training for INREV speakers and mentors in the form of “Train the Trainer” sessions.
- Support in the further development of the INREV training programme, including an optimum blended offer of online and classroom training courses.
- Support with the organisation of the INREV Academy Day.

Skills

- Bachelor's degree and approximately two to three years of working experience, preferable in a training and education or learning and development environment.
- Ability to build relationships with business stakeholders to interpret and articulate their training needs.
- Proactive mentality, willingness to roll up her/his sleeves and to execute administrative tasks, hands-on and sociable.
- Excellent organisational skills
- Excellent communication skills, both in written and oral English (working language at INREV). Proficient in other European language(s) is considered a bonus.
- Excellent skills in MS Outlook, Word, PowerPoint and a good working knowledge of other MS Office applications such as Excel.
- Experience in using CRM systems and learning management systems (e.g. Talent LMS) is an advantage.
- This job involves frequent travel.

We offer

- Become part of a leading pan-European association, representing, promoting and shaping an industry which grows and develops at a high pace
- An energetic, diverse and international team
- Fun team building events and monthly team drinks
- Market competitive salary
- Contract 40 hours a week, initially based on an annual basis
- Annual leave of 25 days per year, plus Dutch public holidays
- Based in Amsterdam (Zuid-As)

Please send your resume, portfolio and short motivation letter to Jennifer.vanvliet@inrev.org

If you have questions about the vacancy, please contact: Hedda.hollander@inrev.org or Carlen.nieters@inrev.org.