

Join the dynamic world of the INREV Academy: the go-to academy designed for professionals in the non-listed real estate industry. This newly established service of INREV, the leader in the European non-listed real estate industry, is looking for a qualified manager to take the Academy to the next phase in development.

As the driving force behind the INREV Academy, your responsibilities will include strategic leadership, training programme management, member collaboration, eLearning innovation, mentorship programme oversight, and event coordination.

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 38 employees, with 34 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.

The role

The INREV Training and Education manager will take the responsibility in developing and elevating the INREV Academy, further establishing it as the go-to platform for professional growth within the non-listed real estate industry. The INREV Training and Education manager will guide the Academy's progression, ensuring its relevance in the always changing industry landscape.

The annual programme includes more than 30 industry expert-led courses, covering a diverse spectrum of topics. Our courses, tailored for flexibility, are accessible through various formats including traditional classroom settings, engaging online eLearning modules, and interactive Zoom sessions.

The role includes overseeing the organisation and execution of this annual training programme, ongoing development, and fine-tuning of the courses. Additionally, this position includes revisiting of the existing programme in alignment with market trends, participant insights and input from the INREV Training Committee. It is also important to continually review potential innovative teaching and evaluation methodologies. The role requires to have both technical expertise and pedagogical skills and the ability to work in tools such as Articulate Storyline and TalentLMS.

The INREV Training and Education manager will also lead the INREV / Henly Certificate, a collaboration with Henley Business School, to ensure advanced quality standards, and actively working towards increased industry awareness and adoption.

Beside the annual training programme, the INREV Academy offers an annual Young Professionals Mentorship Programme, fostering connections between young professionals and seasoned industry experts through regular meetings for soft-skill development and (industry) insights. The INREV Training and Education manager is responsible for managing this programme. Tasks include the selection of mentees and mentors, facilitating pairings and guidance for groups, organising the Mentorship Programme day, and monitoring the overall success of the initiative.

Responsibilities include:

- Increase awareness of the INREV Academy in the non-listed real estate sector.
- Manage the INREV Academy training programme, incorporating new learning techniques, and advancing the eLearning strategy.
- Take charge of both course content development and the execution of the comprehensive training calendar.
- Coordinate and manage the INREV Training Committee, ensuring their contributions and support for existing programmes and the creation of new courses/formats.
- Lead the INREV / Henley Certificate programme in collaboration with Henley Business School.
- Handle logistics, including venue coordination, course marketing, course leader and speaker liaison, and the efficient delivery of training materials.
- Supervise the budget for the training and education programme.

Team

The INREV Training and Education manager is part of INREV's Events and Education team. The INREV Events and Education team offers important member services to the INREV members from Young Professionals to senior industry leaders. The team currently exists of 6 people.

The INREV Training and Education manager reports to the Director of Events and Education. You will be managing and supervising the Junior Training and Education Associate.

Skills

- Bachelor's degree and minimum 3-5 years working experience in a training or education environment with experience in eLearning programme design.
- Strong social skills to build relationships with business stakeholders, including INREV members to interpret and articulate the different training needs.
- Commercial mind set to promoting the INREV Academy.
- Pro-active mentality, willingness to roll up her/his sleeves, and be very hands-on, sociable and ongoing.
- Excellent communication skills, both in written and oral English (working language at INREV).
- Excellent skills in MS Office Outlook, experiences with CRM systems and AI is a pro.
- Qualified in using eLearning platforms like TalentLMS and Articulate Storyline.
- Excellent project management skills to execute programme, while experience in managing (a) team member(s) is a pro.
- Previous experience in real estate/finance/fund management sectors is an advantage.

We offer

- Become part of a leading European association that is representing, promoting and shaping a fast-paced and growing industry;
- A young, energetic, multicultural and growing team;
- Full time (40 hours a week) / annual leave of 25 days per year plus Dutch public holidays;
- Based in Amsterdam. Overnight travel is required. To start asap.

Contact details

Send cover letter and CV indicating your motivation, suitability, skills and experience relevant to this role to Jennifer van Vliet, Head of Operations jennifer.vanvliet@inrev.org

For questions concerning this role:

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