

BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

"Training Officer"

Centre for Genomic Regulation (CRG)

The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG is composed by an interdisciplinary, motivated and creative scientific team which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

In April 2021, the Centre for Genomic Regulation (CRG) received the renewal of the 'HR Excellence in Research' Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code).

Please, check out our Recruitment Policy

The role

The **Training and Academic Office (TAO) at the Centre for Genomic Regulation (CRG)** is seeking a highly motivated and well-organised **Training Officer** to join our team for a six-month period and coordinate the CRG internal training programme.
This is a hands-on role for someone who enjoys organising learning activities, working with different stakeholders and ensuring that training activities run smoothly from planning through delivery, evaluation and reporting.
The successful candidate will work closely with the Training and Academic Office team to deliver **high-quality, innovative and effective training opportunities for CRG researchers and science support staff**, aligned with the institute's strategic priorities and the professional development needs of its different communities.

Main responsibilities

- Organise and coordinate internal courses, workshops and e-learning activities, including scheduling, registrations, logistics, attendance, feedback and evaluation.
- Contribute to the development and implementation of training activities responding to the needs of CRG researchers and science support staff.
- Act as the main contact point for trainers, external providers and participants, coordinating related administrative and payment procedures.
- Manage course information, documentation, registrations and e-learning content through the CRG Learning Management System (LMS) and FUNDAE.
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- Prepare communication and dissemination materials and promote training opportunities across CRG communities.

About the department

The **Training and Academic Office (TAO)** was established in 2022 as one of the CRG strategic Office. Its mission is to support scientific talent and professional development through high-quality academic and training programmes.

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The office coordinates institutional training for researchers and science support staff and supports the CRG PhD and postdoctoral communities throughout different stages of their professional development. TAO also coordinates advanced international scientific training programmes, including **Courses@CRG and EMBO practical workshops**, and contributes to the design and implementation of scientific and transferable-skills training programmes within European and institutional projects.
The successful candidate will join a dynamic and international team and will take primary responsibility for the day-to-day coordination of the **CRG internal training programme**.

Whom would we like to hire?

Professional experience

Must Have

- Experience in **project coordination and/or the organisation of training activities, workshops, courses or events**.
- Experience working in an **international academic, research or similar professional environment**.
- Excellent organisational skills and the ability to manage several activities and deadlines simultaneously.
- Good written and spoken **English**.

Desirable / nice to have

- Background in **life sciences**.
- Previous experience coordinating institutional or professional **training programmes**.
- Experience with **FUNDAE** training management and reporting.
- Experience using a **Learning Management System (LMS)** or other digital learning platforms.
- Experience preparing communication and visual materials for training activities.

Education and training

- Master's degree or equivalent professional experience in life sciences, education/training, research management or another relevant field.

Languages

- Proficiency in English (written and oral)

Technical skills

- Strong command of **Microsoft Office / Microsoft 365**.
- Confidence working with databases, spreadsheets and digital collaboration tools.
- Familiarity with LMS platforms and visual communication tools would be an advantage.

Competences

We are looking for someone who:

- Is **highly organised, reliable and attentive to detail**.
- Can take ownership of activities and work autonomously while collaborating closely with the team.
- Is proactive and solution-oriented and can adapt to changing priorities.
- Has excellent **communication and interpersonal skills** and enjoys working with researchers, trainers, providers and administrative colleagues.

The Offer – Working Conditions

- **Contract duration:** Temporary replacement contract to cover a period of sick leave and parental leave

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- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales
- **Target start date:** as soon as possible

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the training section.

We offer and **promote a diverse and inclusive environment** and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity.

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.

Application Procedure

All applications must include:

1. A motivation letter addressed to Dr Damjana Kastelic.
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Dr. Damjana Kastelic and be submitted online on the CRG Career site - http://www.crg.eu/en/content/careers/job-opportunities

Selection Process

- **Pre-selection**: The pre-selection process will be based on qualifications and expertise reflected on the candidates CV and motivation letter. It will be merit-based.

- **Interview**: Preselected candidates will be interviewed by the Hiring Manager of the position and a selection panel if required.

- **Offer Letter**: Once the successful candidate is identified the People department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

Deadline: Please submit your application by October 25th, 2026. If no candidate has been selected, the position will remain open until a suitable candidate has been hired.

Suggestions: The CRG believes in **ongoing improvement** and promotes a **culture of feedback**. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a **positive candidate journey**. You can make a difference and help us improve by letting us know your suggestions through the following form.

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CRG
Centre
for Genomic
Regulation

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